



Board of Trustees Meeting

Agenda

KCLS Service Center / Hybrid
Wednesday, October 29, 2025
5:00 PM

Click to join meeting via Zoom

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MWU3M2RkNWYtZGEwNC00NDA0LWEyN2YtMWQ4N2JlOGY3OWM4%40thead.v2/0?context=%7B%22Tid%22%3A%22ecd4c4ad-646a-442f-aaaa-d05860ad9707%22%2C%22Oid%22%3A%221b85d672-b24c-4a2d-ac02-199e878fe899%22%7D)

[join/19%3Ameeting_MWU3M2RkNWYtZGEwNC00NDA0LWEyN2YtMWQ4N2JlOGY3OWM4%40thead.v2/0?context=%7B%22Tid%22%3A%22ecd4c4ad-646a-442f-aaaa-d05860ad9707%22%2C%22Oid%22%3A%221b85d672-b24c-4a2d-ac02-199e878fe899%22%7D](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MWU3M2RkNWYtZGEwNC00NDA0LWEyN2YtMWQ4N2JlOGY3OWM4%40thead.v2/0?context=%7B%22Tid%22%3A%22ecd4c4ad-646a-442f-aaaa-d05860ad9707%22%2C%22Oid%22%3A%221b85d672-b24c-4a2d-ac02-199e878fe899%22%7D)

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 - September 17, 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 Report (August and September): Donna Zirkle
- F. Action Items
 - 2. Approval of Monthly Expenditures
- G. Staff and Director's Reports
 - 3. 2026 Preliminary Budget: Donna Zirkle and Heidi Daniel
 - 4. Summer Reading Program Recap: Angie Benedetti
 - 5. Director's Report: Heidi Daniel
- H. Board Committee Reports



Board of Trustees Meeting

Agenda

KCLS Service Center / Hybrid
Wednesday, October 29, 2025
5:00 PM

- I. Trustees' Reports
- J. Adjournment



King County Library System

Board of Trustees Meeting Minutes

Burien Library | September 17, 2025, 5pm

Present

KCLS Board

Crystal Goodwin

Jeff Guddat

Harish Kulkarni

Lalita Uppala*

Laura Valenziano

KCLS Staff

Maria Bassett

Jen Baxter

Angie Benedetti

Heidi Daniel

Lisa Fraser

Chase Gallagher

Angie Miraflor

Danielle Perry

Cecie Streitman

Lisa Yamasaki

Donna Zirkle

*Attended remotely

Motions Approved

1. Board Meeting agenda
2. July 30, 2025 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

Call to Order

President Laura Valenziano called the meeting to order at 5:08pm. Harish Kulkarni, Jeff Guddat, and Crystal Goodwin attended in person; Lalita Uppala attended remotely. There was a quorum.

Approval of Agenda

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

Approval of Board Minutes

Lalita Uppala moved approval of the July 30, 2025 Board Meeting minutes. Jeff Guddat seconded the motion. All voted in favor and the motion passed unanimously.

Public Forum

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 July 2025. August and September financials will be presented together at the October meeting. Year-to-date (YTD) revenues were \$82.7M, against the yearly revenue budget of \$150.6M, which was approximately 55%. YTD expenses were \$85.3M, which is 52% of the total expense budget of \$164.6M. CIP expenses YTD at the end of July were \$2.5M, accounting for 20% of the total budget of \$12.5M.

Revenue and expenses are on track, with investment interest remaining strong. Most CIP projects continue to be in the planning phase during the summer months so KCLS can focus on Summer Reading programs and events. One ongoing project of note is the systemwide refresh of the wooden children's chairs with artistic cutouts, which are being refinished.



King County Library System

Board of Trustees Meeting Minutes

Burien Library | September 17, 2025, 5pm

Approval of Monthly Expenditures

Crystal Goodwin moved approval of Payroll expenditures for July in the amount of \$3,561,807.75: (7/03) Ck#00202445-00202463; 972605147-972606306; (7/18) Ck#00202464-00202476; 981769415-981770535. **Jeff Guddat seconded, and the motion passed unanimously.**

Harish Kulkarni moved approval of General Fund #0010 expenditures for July in the amount of \$7,136,256.54: Travel Advances – Ck#1551-1552; (7/10) Ck#1160772-1160881; 5015614-5015615 (7/17) Ck#1160882-1161038; 5015616-5015619 (7/18) Ck#1161039-1161050; (7/23) Ck#1161051-1161057 (7/24) Ck#1161058-1161181; 5015620-5015667; (7/25) Ck#1161182-1161184; (7/31) Ck#1161185-1161297; 5015668-5015671 (8/07) Ck#1161298-1161414; 5015672-5015673; Void: Ck#1160965. **Lalita Uppala seconded, and the motion passed unanimously.**

Staff and Director's Reports

Olympic Region Report

Olympic Regional Manager Mary Sue Houser was joined by Library Information and Services Managers Denise Feil and Steven Bailey to present an overview of the Olympic Region. Mary Sue began the presentation by introducing the Olympic management team, several of whom were in attendance.

The region includes six locations: Burien, Boulevard Park, Tukwila, Vashon, White Center and Greenbridge. Steven discussed the region's demographics and patron-use statistics. He also outlined the region's diversity, equity and inclusion (DEI) focus areas, which include connecting with and improving service for:

- Latinx/Hispanic and Spanish-speaking communities
- Recent arrivals to the United States
- People experiencing housing and food insecurity

The region follows the four service directions established by the Library Outreach, Programs and Services leadership team. Denise and Steven shared examples of how the region is fulfilling those directions:

- Making Meaningful Connections: Vashon Strawberry Festival, White Center Pride and the Tukwila Community Roundtable
 - Student Success and Lifelong Learning: English language learning classes, Talk Time conversation practice and Study Zone
 - Engaging with Books and Reading: Summer Reading, story times in English, Spanish and Vietnamese, and the Vashon StoryWalk
 - Obtaining Trustworthy Information: Monthly resource fairs, tax assistance and a partnership with WorkSource
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King County Library System

Board of Trustees Meeting Minutes

Burien Library | September 17, 2025, 5pm

Central Sorter Replacement Update

Executive Director Heidi Daniel and Collections Management Services Director Jen Baxter provided an update on the Central Sorter Replacement project. The presentation included an overview of the refined design, comparisons of the original and updated schematics, and key details about the new sorter and project timeline.

In late spring, staff met with the manufacturer to reevaluate the initial proposal and identify needed adjustments. The original design had been built for peak capacity, but the revised version has been right sized to align with current operational needs. Key changes include variable delivery lane lengths and capacity calibrated to current circulation levels, rather than assuming peak levels at all times.

Two images were presented to illustrate the design evolution. The first showed the originally proposed model, while the second depicted the newly redesigned version. The updated schematic highlighted the refined configuration, including adjustments to lane lengths and capacity alignment, to better support current and projected operations.

The current sorter's frequent breakdowns have disrupted workflow. The new sorter's modular design is expected to provide greater reliability and ease of maintenance. The updated system will feature multiple delivery lanes, including high-capacity options, and will replace the existing fixed-loop design with a vertical cage. The new sorter is designed to meet current operational demands, and to allow additional capacity to be added if needed in the future.

The design has been finalized, and manufacturing is now underway. Real estate planning and negotiations are continuing. The project is scheduled to go live in the first quarter of 2026.

Heidi also introduced a brief video called *Life of a Book* which showed how a book currently moves through the KCLS system.

KCLS Foundation Update

Foundation Executive Director Lisa Yamasaki introduced a new campaign designed to strengthen community engagement and highlight the Library System's impact in communities. Goals include sparking community involvement, increasing Foundation visibility, supporting the upcoming levy lid lift and sharing KCLS' value through accessible, evergreen and low-cost messaging.

The "Love Letters to Libraries" initiative invites community members to express what they love about their local library by writing, drawing or creating poems in any language. Submissions will celebrate the role KCLS plays in the lives of patrons across the system.



King County Library System

Board of Trustees Meeting Minutes

Burien Library | September 17, 2025, 5pm

The campaign will feature 75 to 100 collection boxes at libraries, Mobile Services locations, schools and local businesses. Templates will include an optional name and email section, and signage will be available in multiple languages. Participants may also call in or submit letters online.

The Foundation aims to collect about 3,000 letters, earn at least two media features and display the submissions at the 2026 Literary Lions Gala.

Director's Report

Heidi Daniel discussed two Sound Cities events that she attended in early September. One, for city managers, was held at the Renton Library and focused on opportunities for collaboration. The other, for the group's Public Issues Committee, took place at the Mercer Island Community Center. At that meeting, Heidi gave a presentation on a potential levy lid lift and budget forecasting, and gathered feedback on what committee members believe their constituents want from the Library System.

Heidi also highlighted several events mentioned in her written director's report, including the Fiestas program, and a July roundtable with U.S. Rep. Kim Schrier to discuss Institute of Museum and Library Services funding cuts.

She concluded her presentation with a review of dashboard metrics, focusing on household market penetration — the percentage of households with at least one active library cardholder. The current rate is about 45%, but Heidi would like to see KCLS reach 50%. Physical and digital circulation numbers are approaching a 50-50 split; she expects digital circulation to surpass physical next year.

Board Committee Reports

There were no committee reports.

Trustees Reports

Trustee Jeff Guddat talked about co-presenting with Heidi at the King County Council in late August. This was KCLS' annual report, and it went very well.

Executive Session

At 6:19pm President Laura Valenziano announced that the Board would convene in Executive Session per RCW 42.30.110, Section 1(g), for the review of a public employee. She announced that they would return at 7:00pm. She announced that there would be no further action taken by the Board upon its return.

At 7:05pm Laura Valenziano extended the session to 7:15pm.



King County Library System

Board of Trustees Meeting Minutes

Burien Library | September 17, 2025, 5pm

Reconvene Regular Session

At 7:15pm Laura Valenziano reconvened the regular session.

Adjournment

Laura Valenziano adjourned the meeting at 7:15pm.

Laura Valenziano, President

Jeff Guddat, Secretary



FINANCE REPORT

King County Library System

1. GENERAL FUND COMMENTARY

Expenditures in August 2025 were \$11.6M compared to the monthly budget average of \$13.7M and represented 7% of the annual budget. Last year, August expenditures were \$10.6M, or 6.9% of the 2024 budget. The year-over-year change in total expenditures is 2.2%.

2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

Supplies

August expenditures of \$121K consisted primarily of \$40K for Operating Supplies, \$39K for Supplies – Building Maintenance, and \$19K for Supplies - Program.

Staff Development

August expenditures of \$40K consisted of Training and Individual Development.

Professional Services

August expenditures of \$377K included \$101K for Administration, \$79K for Catalogue & Processing, \$72K for Programs, and \$52K for Facilities.

Communication & Advertising

August expenditures of \$177K included \$111K for Telephone – Data and Voice, \$60K for Advertising, and \$6K for Postage.

Operating Lease

August expenditures of \$269K primarily consisted of \$216K for Operating Leases and \$53K for Operating Lease – Rental.

Utilities

August expenditures of \$93K included electricity, water, and waste management services.

Repairs and Maintenance

August expenditures of \$1.5M included 677K for Custodian Services, \$528K for Facilities related Repairs and Maintenance, \$197K for HVAC and \$127K for ITS Repairs and Maintenance.

Reserves

There were no reserve expenditures in August.

Miscellaneous

August expenditures of \$146K consisted primarily of Ad Valorem Refunds and Banking Fees.

Library Materials

August expenditures of \$1.3M included \$890K for Downloadable Material-Licensed & Purchased, \$383K for Books, and \$35K for Non-book Media, Periodicals & Databases.

Capital Investment Program (CIP)

Facilities-CIP

August expenditures of \$55K primarily consisted of \$46K for Roof Replacement.

ITS-CIP

August expenditures of \$120K consisted of \$65K for Network Upgrade, and \$45K for PC Replacement.

3. GENERAL FUND REVENUE OVERVIEW

August revenues were \$1.8M, which is primarily Property Tax and Investment Interest revenue. August YTD revenues reflect 56.1% of the total budgeted amount. The year-over-year change in total revenue is 5.8%.

4. CASH POSITION OVERVIEW

The cash balance in the General Fund (#001) as of August 31, 2025, was \$129,602,165.

5. INVESTMENT RETURN

The County Investment Pool's gross rate of return for August 2025 was 4.54% This was 0.42 percentage points higher than the 90-day T-Bill average rate of 4.12%.

A/P Vendor Payments > \$20,000

AUGUST 2025

Fund	Vendor	Amount	Description
Personnel			
001	Premera Blue Cross Total	\$ 842,643	Medical premiums
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 593,306	PERS
001	Empowerment Retirement-EFT Total	\$ 212,840	457 retirement plan
001	Kaiser Foundation Health Plan Total	\$ 133,875	Medical premiums
001	Delta Dental of WA - Washington Dental Total	\$ 65,111	Dental premiums
001	ConnectYourCare, LLC Total	\$ 59,697	Health care flexible spending account plans
001	Standard Insurance Company Total	\$ 38,654	Life and AD&D insurance premiums
001	Employment Security Dept-Unemploy Comp Total	\$ 34,093	Unemployment compensation tax
001	DayForce US, Inc. Total	\$ 29,919	Payroll HCM billing
Buildings			
001	CCS Washington Janitorial Inc. Total	\$ 682,364	Monthly janitorial/day porter/hazmat
001	KCLS & City of Burien Condominium Assoc. Total	\$ 190,513	July to December 2025 semi-annual assessment
001	MacDonald-Miller Facility Solutions Total	\$ 123,852	HVAC maintenance/repairs/upgrades
001	Northwest Landscape Services Total	\$ 85,493	Landscape maintenance/repairs - various branches
001	Performance System Integration LLC Total	\$ 61,697	Fire sprinkler system/extinguishers inspection/maintenance - various branches
001	Jimmy's Roofing - Seattle Total	\$ 55,061	Roof repairs and 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	Reef Preston LLC/Integrated Real Est Svc Total	\$ 44,732	Building lease
001	E & L Flooring Services LLC Total	\$ 28,868	Flooring/upholstery repair/maintenance - various branches
001	Day & Nite Plumbing & Heating Inc. Total	\$ 28,570	Plumbing repairs/service calls
001	T&B Products dba C4 Products LLC Total	\$ 28,096	Automatic door parts/maintenance/replacement - various branches
001	Davis Door Service, Inc. Total	\$ 26,988	Door and gate maintenance/replacement - Service center and Crossroads
001	Supply Source Inc - SAMS Total	\$ 25,585	Janitorial supplies
Collections			
001	OverDrive, Inc. Total	\$ 841,075	Downloadable books, audio, video, and music
001	Ingram Library Services Total	\$ 393,353	Print materials including Choice Reads and physical processing
001	Midwest Tape Total	\$ 65,797	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	ProQuest LLC Total	\$ 37,213	Multiple online database subscriptions
Other			
001	CDW Government, Inc. Total	\$ 184,431	Computer equip/parts/software
001	King County Finance (TELECOMM/I-NET) Total	\$ 78,189	I-Net billing KC wide area network
001	Guidepoint Security LLC Total	\$ 65,341	Cybersecurity subscriptions
001	COPACINO + FUJIKADO LLC Total	\$ 56,661	Professional services - marketing
001	Homeland Patrol Division Security LLC Total	\$ 55,315	Security service - various branches
001	U.S. Bank VISA Total	\$ 50,307	VISA charges (supplies/training/advertising/subscriptions)
001	Amazon.com Total	\$ 42,898	Operating supplies
001	Peer Washington Total	\$ 36,667	Professional services for Peers in Libraries grant
001	Ricoh USA Inc. Total	\$ 32,176	Copier leases
001	Group 4 Architecture Research Planning Total	\$ 26,454	Professional services - project planning
001	Oracle America Inc. Total	\$ 25,620	JDE software license/support/maintenance
001	Loop1 LLC Total	\$ 24,336	IT Management software subscription

001	General Fund
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GENERAL FUND EXPENDITURES

August

2025

2024

DESCRIPTION	BUDGET 2025	August EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2024 EXPENDED	YTD EXPENDED	% Growth Over 2024 YTD
Salaries	\$ 71,822,373	\$ 5,908,260	\$ 45,444,027	63.3%	61.9%	\$ 62,764,738	\$ 41,536,295	9.4%
Benefits	27,765,268	1,430,132	15,425,193	55.6%	57.2%	21,859,992	14,401,418	7.1%
SUB-TOTALS	\$ 99,587,641	\$ 7,338,392	\$60,869,220	61.1%	60.6%	\$84,624,730	\$55,937,713	8.8%
Supplies	2,881,645	120,921	1,763,814	61.2%	74.7%	3,317,458	2,224,039	(20.7%)
Staff Development	1,307,650	40,331	566,063	43.3%	49.5%	748,578	566,573	(0.1%)
Prof. Services	5,448,484	377,363	3,226,630	59.2%	60.0%	5,029,163	3,171,826	1.7%
Communications	1,507,233	117,103	842,294	55.9%	62.0%	1,093,400	654,927	28.6%
Travel	152,802	7,823	69,928	45.8%	44.0%	127,459	81,050	(13.7%)
Advertising	656,625	60,113	444,307	67.7%	20.3%	322,247	102,320	334.2%
Operating Leases	3,406,598	269,211	2,420,387	71.0%	70.4%	3,114,537	2,238,334	8.1%
Insurance	1,200,882	-	1,125,566	93.7%	89.8%	1,052,563	1,023,634	10.0%
Utilities	2,529,480	93,076	1,509,111	59.7%	67.4%	2,559,058	1,648,829	(8.5%)
Repairs & Maintenance	15,709,539	1,529,191	10,835,750	69.0%	72.7%	15,468,518	10,068,943	7.6%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	413,010	146,251	553,576	134.0%	105.7%	634,521	395,145	40.1%
Intergovernmental	168,400	7,788	59,417	35.3%	48.1%	170,876	49,938	19.0%
Library Material	15,881,740	1,307,914	9,936,323	62.6%	66.2%	17,221,055	10,207,348	(2.7%)
SUB-TOTALS	\$ 52,464,088	\$ 4,077,085	\$ 33,353,166	63.6%	66.4%	\$ 50,859,434	\$ 32,432,905	2.8%
Facilities - CIP	\$ 7,957,000	\$ 55,232	\$ 1,445,848	18.2%	48.7%	\$ 10,143,659	\$ 3,803,409	(62.0%)
ITS - CIP	4,576,801	119,822	1,206,302	26.4%	71.7%	3,780,445	2,645,386	(54.4%)
SUB-TOTALS	\$ 12,533,801	\$ 175,054	\$ 2,652,149	21.2%	56.1%	\$ 13,924,104	\$ 6,448,795	(58.9%)
TOTALS	\$ 164,585,530	\$ 11,590,531	\$ 96,874,536	58.9%	62.1%	\$ 149,408,268	\$94,819,413	2.2%

GENERAL FUND REVENUES

August

	2025				2024				
Revenues Received:	Budget 2025	August Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2024	YTD Received	% Growth Over 2024 YTD	
Property Tax, Current Year	\$ 140,952,257	\$ 692,967	\$ 74,810,435	53.1%	52.9%	\$ 135,676,067	\$ 72,922,608	2.6%	
Property Tax, Prior Years	1,678,060	48,285	1,108,661	66.1%	85.5%	1,540,171	1,465,622	(24.4%)	
Other Taxes	363,899	98,115	341,614	93.9%	88.4%	363,821	272,391	25.4%	
Timber & State Shared Revenues	96,681	13,662	23,113	23.9%	56.1%	109,188	63,412	(63.6%)	
Contracts	565,383	5,000	295,769	52.3%	32.5%	654,102	251,608	17.6%	
Printing/Photocopies	379,757	37,971	286,266	75.4%	104.9%	373,333	252,496	13.4%	
Damaged Materials/ Fines & Fees	37,709	3,067	25,353	67.2%	20.5%	37,353	24,543	3.3%	
Lost Materials	57,453	5,999	36,147	62.9%	34.6%	57,930	39,125	(7.6%)	
Investment Interest	3,600,000	554,964	3,598,464	100.0%	171.9%	6,001,183	3,437,124	4.7%	
Grants	-	-	-	N/A	2.0%	12,838	8,516	(100.0%)	
KCLS Foundation	1,641,854	250,817	1,005,466	61.2%	88.4%	1,502,401	1,304,764	(22.9%)	
E-Rate	1,000,000	59,592	417,144	41.7%	48.3%	1,104,743	628,114	(33.6%)	
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	573,448	-	N/A	
Miscellaneous Revenues/Other Financing Sources	262,007	8,405	2,555,947	975.5%	N/A	1,528,782	1,046,530	144.2%	
TOTALS	\$150,635,060	\$1,778,844	\$84,504,380	56.1%	55.8%	\$149,535,362	\$81,716,853	3.4%	

Credit Card Payments	August 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	789	25.7%	6,330	25.0%	22.0%	7,559	5,394	17.3%
Lost Materials	2,040	34.0%	13,449	37.2%	39.3%	24,341	15,371	(12.5%)
TOTALS	\$2,829	31.2%	\$19,780	32.2%	32.6%	\$31,899	\$20,766	(4.7%)



FINANCE REPORT

King County Library System

October 29, 2025

1. GENERAL FUND COMMENTARY

Expenditures in September 2025 were \$13.4M compared to the monthly budget average of \$13.7M and represented 8.2% of the annual budget. Last year, September expenditures were \$11.9M, or 7.8% of the 2024 budget. The year-over-year change in total expenditures is 3.4%.

2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

Supplies

September expenditures of \$210K consisted primarily of \$68K for Supplies – Program, \$50K for Supplies – Building Maintenance, \$48K for Operating Supplies and \$16K for Supplies - Gas and Oil.

Staff Development

September expenditures of \$205K consisted of Training and Individual Development.

Professional Services

September expenditures of \$399K included \$113K for Administration, \$102K for Programs, \$70K for Catalogue & Processing, \$52K for Operations, \$45K for Facilities, and \$15K for Technology.

Communication & Advertising

September expenditures of \$157K included \$106K for Telephone – Data and Voice, \$45K for Advertising, and \$6K for Postage.

Operating Lease

September expenditures of \$111K primarily consisted of \$53K for Operating Leases, \$39K for Operating Lease – Copiers, and \$18K for Operating Lease – Rental.

Utilities

September expenditures of \$387K included electricity, water, and waste management services.

Repairs and Maintenance

September expenditures of \$1.3M included \$621K for Facilities related Repairs and Maintenance, \$434K for Custodian - Regular, \$140K for ITS Repairs and Maintenance, and \$105K for Landscape Maintenance & Contract.

Reserves

There were no reserve expenditures in September.

Miscellaneous

September expenditures of \$85K consisted primarily of Ad Valorem Refunds and Banking Fees.

Library Materials

September expenditures of \$1.3M included \$704K for Downloadable Material-Licensed & Purchased, \$518K for Books, and \$113K for Non-book Media, Periodicals & Databases.

Capital Investment Program (CIP)

Facilities-CIP

September expenditures of \$456K primarily consisted of \$334K for Improvement Plan, \$102K for Carpet Replacement, \$15K for Roof Replacement, and \$5K for Furniture.

ITS-CIP

September expenditures of \$1.2M consisted of \$1.1M for PC Replacement, and \$1K for Network upgrade.

3. GENERAL FUND REVENUE OVERVIEW

September revenues were \$3.1M, which is primarily Property Tax and Investment Interest revenue. September YTD revenues reflect 58.2% of the total budgeted amount. The year-over-year change in total revenue is 3.8%.

4. CASH POSITION OVERVIEW

The cash balance in the General Fund (#001) as of September 30, 2025, was \$120,486,479.

5. INVESTMENT RETURN

The County Investment Pool's gross rate of return for September 2025 was 4.56% This was 0.64 percentage points higher than the 90-day T-Bill average rate of 3.92%.

A/P Vendor Payments > \$20,000

SEPTEMBER 2025

Fund	Vendor	Amount	Description
Personnel			
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 581,535	PERS
001	Empowerment Retirement-EFT Total	\$ 203,566	457 retirement plan
001	ConnectYourCare, LLC Total	\$ 54,927	Health care flexible spending account plans
001	WSCCCE, AFSCME, AFL-CIO Total	\$ 39,220	Union dues
001	Standard Insurance Company Total	\$ 38,745	Life and AD&D insurance premiums
001	DayForce US, Inc. Total	\$ 29,462	Payroll HCM billing
Buildings			
001	MacDonald-Miller Facility Solutions Total	\$ 462,187	HVAC maintenance/repairs/upgrades
001	CCS Washington Janitorial Inc. Total	\$ 440,131	Monthly janitorial/day porter/hazmat
001	Puget Sound Energy (UTILITIES) Total	\$ 289,970	Utilities
001	Milliken & Company Total	\$ 101,540	Carpet replacement/repair - Auburn/Bothell
001	Northwest Landscape Services Total	\$ 83,894	Landscape maintenance/repairs - various branches
001	Performance System Integration LLC Total	\$ 73,637	Fire sprinkler system/extinguishers inspection/maintenance - various branches
001	Corti Construction Inc. Total	\$ 69,137	Building repair - Service center, various branches
001	T&B Products dba C4 Products LLC Total	\$ 57,110	Automatic door parts/maintenance/replacement - various branches
001	Day & Nite Plumbing & Heating Inc. Total	\$ 56,584	Plumbing repairs/service calls
001	Prime Electric LLC Total	\$ 38,793	Electrical installation/repairs/services
001	S&T Window Films Total	\$ 37,706	Window film application - Sammamish
001	Supply Source Inc - SAMS Total	\$ 30,802	Janitorial supplies
Collections			
001	OverDrive, Inc. Total	\$ 666,017	Downloadable books, audio, video, and music
001	Ingram Library Services Total	\$ 430,809	Print materials including Choice Reads and physical processing
001	Midwest Tape Total	\$ 98,950	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	Mackin Educational Resources Total	\$ 93,081	Children's books, pre-binding children's books and physical processing
001	Baker & Taylor, Inc. Total	\$ 35,607	Print materials, Lucky Day collection, audiobooks and physical processing
Other			
001	CDW Government, Inc. Total	\$ 1,215,051	Computer equip/parts/software
001	Guidepoint Security LLC Total	\$ 185,978	Cybersecurity subscriptions
001	Meydenbauer Center Total	\$ 93,273	Facility rental - StaffCon
001	U.S. Bank VISA Total	\$ 91,271	VISA charges (supplies/training/advertising/subscriptions)
001	King County Finance (TELECOMM/I-NET) Total	\$ 78,189	I-Net billing KC wide area network
001	Homeland Patrol Division Security LLC Total	\$ 55,183	Security service - various branches
001	Amazon.com Total	\$ 50,295	Operating supplies
001	Pacific Communications Cabling Total	\$ 43,827	SALTO security upgrade - Duvall and Woodinville
001	COPACINO + FUJIKADO LLC Total	\$ 42,647	Professional services - marketing
001	Peer Washington Total	\$ 36,905	Professional services for Peers in Libraries grant
001	Integrity Auto Repair Inc. Total	\$ 36,827	Vehicles maintenance and repairs
001	Ricoh USA Inc. Total	\$ 32,426	Copier leases
001	Johnston Architects LLC Total	\$ 30,000	Professional services
001	SDM Consulting, LLC Total	\$ 30,000	Staff training
001	Unify Health Services, LLC Total	\$ 26,880	Consulting fees - workplace safety
001	Element of Change	\$ 25,500	Professional services - Leadership
001	Zones IT Solutions Inc.	\$ 24,754	Network Monitoring software
001	Northwest Passage Consulting LLC Total	\$ 22,500	Consulting fees - Levy Lid Lift
001	Nelson Truck Equipment Co. Total	\$ 21,173	Vehicles maintenance and repairs
001	Esker Inc. Total	\$ 20,555	P2P Invoice automation software
001	EMC Research, Inc. Total	\$ 20,000	Consulting fees - Levy Lid Lift

001	General Fund
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GENERAL FUND REVENUES

September

	2025				2024			
Revenues Received:	Budget 2025	September Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2024	YTD Received	% Growth Over 2024 YTD
Property Tax, Current Year	\$ 140,952,257	\$ 2,412,114	\$ 77,222,549	54.8%	54.4%	\$ 135,676,067	\$ 74,954,908	3.0%
Property Tax, Prior Years	1,678,060	73,360	1,182,021	70.4%	89.4%	1,540,171	1,533,778	(22.9%)
Other Taxes	363,899	1,391	343,005	94.3%	88.6%	363,821	272,924	25.7%
Timber & State Shared Revenues	96,681	1	23,114	23.9%	64.2%	109,188	72,511	(68.1%)
Contracts	565,383	-	295,769	52.3%	32.5%	654,102	251,608	17.6%
Printing/Photocopies	379,757	37,597	323,863	85.3%	118.3%	373,333	284,817	13.7%
Damaged Materials/ Fines & Fees	37,709	3,399	28,752	76.2%	23.6%	37,353	28,282	1.7%
Lost Materials	57,453	3,526	39,673	69.1%	38.1%	57,930	43,090	(7.9%)
Investment Interest	3,600,000	522,598	4,121,062	114.5%	196.6%	6,001,183	3,932,395	4.8%
Grants	-	-	-	N/A	2.0%	12,838	8,516	(100.0%)
KCLS Foundation	1,641,854	12,018	1,017,484	62.0%	88.4%	1,502,401	1,304,764	(22.0%)
E-Rate	1,000,000	-	417,144	41.7%	48.3%	1,104,743	628,114	(33.6%)
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	573,448	-	N/A
Miscellaneous Revenues/Other Financing Sources	262,007	29,879	2,585,827	986.9%	N/A	1,528,782	1,071,137	141.4%
TOTALS	\$150,635,060	\$3,095,882	\$87,600,261	58.2%	57.6%	\$149,535,362	\$84,386,843	3.8%

Credit Card Payments	September 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	467	13.7%	6,797	23.6%	21.7%	7,759	6,132	10.8%
Lost Materials	952	27.0%	14,401	36.3%	40.5%	24,341	17,471	(17.6%)
TOTALS	\$1,419	20.5%	\$21,198	31.0%	33.1%	\$32,099	\$23,603	(10.2%)

GENERAL FUND EXPENDITURES

September

2025

2024

DESCRIPTION	BUDGET 2025	September EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2024 EXPENDED	YTD EXPENDED	% Growth Over 2024 YTD
Salaries	\$ 71,822,373	\$ 5,798,890	\$ 51,242,916	71.3%	69.5%	\$ 62,764,738	\$ 46,677,415	9.8%
Benefits	27,765,268	1,796,785	17,221,978	62.0%	64.3%	21,859,992	16,174,228	6.5%
SUB-TOTALS	\$ 99,587,641	\$ 7,595,675	\$68,464,895	68.7%	68.1%	\$84,624,730	\$62,851,643	8.9%
Supplies	2,881,645	210,364	1,974,178	68.5%	82.3%	3,317,458	2,449,550	(19.4%)
Staff Development	1,307,650	205,082	771,145	59.0%	55.7%	748,578	636,906	21.1%
Prof. Services	5,448,484	398,838	3,625,468	66.5%	65.9%	5,029,163	3,481,731	4.1%
Communications	1,507,233	112,424	954,717	63.3%	70.0%	1,093,400	739,172	29.2%
Travel	152,802	16,124	86,052	56.3%	50.5%	127,459	93,096	(7.6%)
Advertising	656,625	45,047	489,354	74.5%	23.0%	322,247	115,588	323.4%
Operating Leases	3,406,598	110,648	2,531,036	74.3%	78.2%	3,114,537	2,488,483	1.7%
Insurance	1,200,882	-	1,125,566	93.7%	91.0%	1,052,563	1,037,169	8.5%
Utilities	2,529,480	387,300	1,896,411	75.0%	70.6%	2,559,058	1,726,434	9.8%
Repairs & Maintenance	15,709,539	1,269,108	12,104,858	77.1%	81.4%	15,468,518	11,284,561	7.3%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	413,010	85,073	638,649	154.6%	126.7%	634,521	473,343	34.9%
Intergovernmental	168,400	3,647	63,064	37.4%	55.5%	170,876	57,563	9.6%
Library Material	15,881,740	1,335,848	11,272,170	71.0%	73.3%	17,221,055	11,308,613	(0.3%)
SUB-TOTALS	\$ 52,464,088	\$ 4,179,502	\$ 37,532,668	71.5%	73.4%	\$ 50,859,434	\$ 35,892,209	4.6%
Facilities - CIP	\$ 7,957,000	\$ 455,920	\$ 1,901,768	23.9%	64.2%	\$ 10,143,659	\$ 5,013,768	(62.1%)
ITS - CIP	4,576,801	1,197,975	2,404,277	52.5%	79.3%	3,780,445	\$ 2,927,624	(17.9%)
SUB-TOTALS	\$ 12,533,801	\$ 1,653,895	\$ 4,306,044	34.4%	69.0%	\$ 13,924,104	\$ 7,941,392	(45.8%)
TOTALS	\$ 164,585,530	\$ 13,429,072	\$ 110,303,607	67.0%	69.9%	\$ 149,408,268	\$106,685,244	3.4%



King County Library System

Director's Report – October 2025

Public Services

Library Outreach, Programs and Services (LOPS)

Librarian Day

The second Librarian Day was held Sept. 18 at Issaquah's Pickering Barn. Librarians from all KCLS regions and departments gathered for a day of learning and discussion. Highlights included keynotes from Washington State Librarian Sara Jones; Sara Pete of the Washington Center for the Book; and Marcus Harrison Green, publisher of the *South Seattle Emerald*. I also spoke about the vital work of librarians and the impact they have in their communities. Attendees met in regional and specialty groups to discuss regional service planning and to evaluate Summer Reading programs. The day concluded with a celebration of the co-creation projects our librarians have developed with community partners across the county. It was a meaningful day of connection and collaboration.

Story Time series

Our Story Time series are now well into their second month following a brief pause after Summer Reading. Attendance has been strong, with many sessions drawing 50 or more participants and some attracting more than 100 children and caregivers.

Library Operations



On Sept. 25, the Lake Forest Park City Council issued a proclamation recognizing October as *Freedom to Read Month*. The proclamation affirmed the vital role of libraries in protecting intellectual freedom and providing equitable access to information for all. Regional Manager Alice Darnton accepted the proclamation on behalf of KCLS and is pictured in the accompanying photo. Members of the Library Advisory Council attended the meeting to show their support for this important recognition and for KCLS' ongoing commitment to the right to read and the free exchange of ideas.

Equity and Social Impact

Welcoming Week

Welcoming Week is a nationwide celebration that brings organizations and communities together to strengthen connections and promote inclusivity. The event highlights the importance of creating environments where all community members—regardless of background—feel welcome and valued.



King County Library System

Director's Report – October 2025

This year, KCLS' Equity, Diversity and Inclusion Department, Librarian and Information Services Manager Erik Matthews, and staff from the Soundview Region partnered with the City of SeaTac to present *We Are SeaTac*, a local Welcoming Week celebration. KCLS was also joined by Welcoming Center Ambassadors representing seven languages, helping to make the event accessible and engaging for the entire community. During the celebration, KCLS hosted Story Times in Spanish, Vietnamese, and Amharic, and facilitated a community art project exploring the theme of *home* and *belonging*. More than 300 community members attended, and 26 multilingual books for children and adults were distributed.



Community feedback revealed a concerning pattern: some children declined free books because they no longer spoke or read in their family's native language, or preferred technology instead. Parents expressed surprise and concern, emphasizing a desire for their children to maintain their heritage language and to develop a love of reading. This feedback underscores the ongoing need for culturally relevant, engaging multilingual books that help foster strong reading habits and sustain a reading culture for future generations.

Government Relations



I joined Shri Prakash Gupta, Consul General of India, at the Gandhi statue in Ashwood Plaza at the Bellevue Library for a community commemoration of Mahatma Gandhi's birthday, celebrated globally as International Day of Non-Violence.

Issaquah Mayor Mary Lou Pauly hosted a Town Hall on Climate Action at the Issaquah Library, where I presented our Climate Action Plan and highlighted our progress to date. I also joined Mercer Island Mayor Selim Nice to mark the launch of Sunday hours at the Mercer Island Library and met with Medina City Manager Jeff Swanson to begin planning for expanded library services at City Hall and Medina Beach Park.



King County Library System

Director's Report – October 2025

Administrative Services

Communications and Marketing

The Communications and Marketing team is developing the 2026 advertising plan, drawing on data and insights from the expanded digital advertising initiatives in 2025. The team has also begun auditing the KCLS website to improve the patron experience in preparation for potential design enhancements planned for 2026.

Human Resources

KCLS Week of Caring



KCLS volunteers at Westside Baby

In mid-September, more than 60 KCLS employees and their guests participated in KCLS' Week of Caring, an annual volunteer initiative organized by the Staff Engagement Committee. During this event, employees dedicated their time to local nonprofit organizations that need support with both large projects and everyday tasks.

The event fostered connection, pride, and purpose among staff while reinforcing KCLS' role as a trusted community partner.



King County Library System

Director's Report – October 2025

This year, volunteers served at:

- Birthday Dreams in Renton
- Black Farmers Collective at Small AXE Farms in Woodinville
- Infinity Farm in Issaquah
- Mid Sound Fisheries in Auburn
- Puget Sound Goat Rescue in Enumclaw
- Snoqualmie Tribe in Snoqualmie
- The Storehouse in Covington
- WestSide Baby in White Center

StaffCon

On Oct. 13, more than 700 KCLS employees gathered for StaffCon 2025, our biennial all-staff learning and engagement day. Centered on the purpose of curiosity, community, and connection, the event strengthened cross-department relationships and renewed our shared commitment to KCLS' mission.

This year's theme—*Sustainable Tomorrow: A Future-Ready Mindset for KCLS*—invited us to think boldly about what's next for our organization, our communities, and ourselves. Together, we explored what it means to foster a future-ready culture—one that centers equity, embraces innovation and learning, aligns our work and actions, strengthens collaboration, and engages in solutions-based dialogue, all while keeping community needs at the heart of everything we do.

Information Technology Services (ITS)

In October, the Information Technology Services (ITS) Department focused on key strategic initiatives and the launch of 2025 technology pilots. The electronic access project continues to make strong progress, with installations recently completed at the Crossroads, Mercer Island, Renton Highlands, and Lake Hills libraries. Remaining locations include Kirkland, Skykomish, Newport Way, Newcastle, Bellevue, Issaquah, and Burien.

ITS also began evaluating the library communications pilot, which aims to improve internal communication and support when staff are not stationed at service points. We expect to receive final feedback within the next six to eight weeks.

Finally, we continue to explore opportunities in artificial intelligence. Over the past month, we met with several potential partners to prepare for the arrival of the new Emerging Technology Grant Administrator in January, ensuring the groundwork is in place to identify and launch targeted AI pilots at select community libraries.



King County Library System

Director's Report – October 2025

Facilities

Reimagining Library Spaces

We continue to maintain and enhance our library buildings with community access and inclusion at the forefront. Recently, we completed a small refresh project at the Valley View Library. During our accessibility audit, we learned that the library's patterned carpet posed challenges for some patrons. While replacing the carpet, we also refreshed the furniture and incorporated artwork by one of our new library card artists, Stevie Shao. In the children's area, we introduced seaside-themed, play-based toys to create a more engaging and welcoming environment.

On October 3, we celebrated the redesigned children's area with a special Story Time event featuring games and crafts, which was enjoyed by families and staff alike. Similar children's area updates are planned for the Sammamish and Federal Way libraries later this year, as part of broader building improvement projects.



Redesigned children's area at Valley View Library

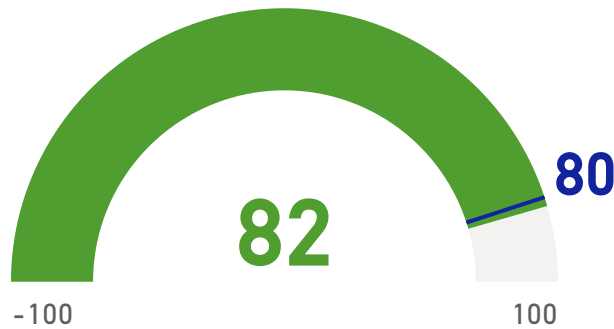
As previously presented at a recent Board meeting, KCLS has partnered with Johnston Architects to help reimagine our physical spaces. They are developing five cost-effective design packages that set standards for innovation, inclusion, and community impact. These packages will guide our renovation efforts over the next decade, allowing us to scale improvements for libraries of different sizes. The firm has visited five targeted libraries, gathered staff and community input, and is now creating design concepts, color palettes, and engaging spaces for children and teens. The designs are scheduled for completion in December, paving the way for three library renovations in 2026.



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



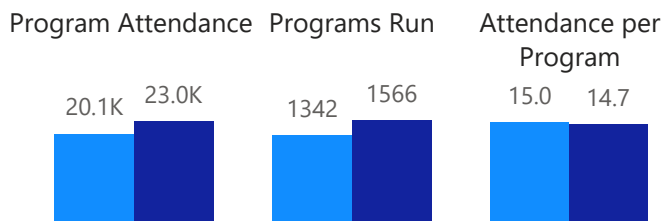
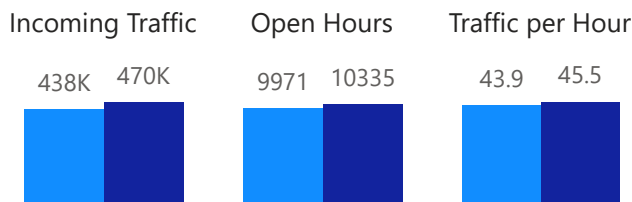
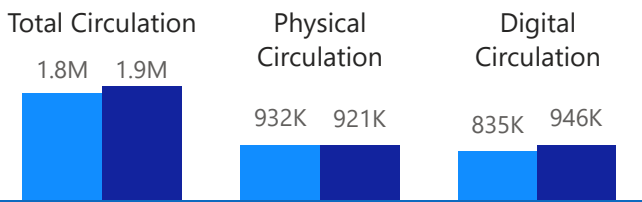
Learned Something New



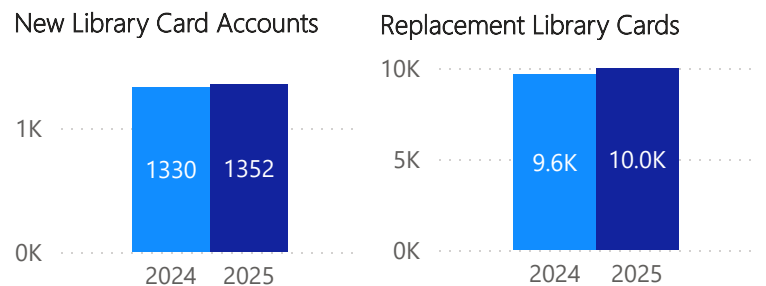
Felt Sense of Connection



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.

