



# Board of Trustees Meeting

## Agenda

KCLS Service Center / Hybrid  
Wednesday, December 17, 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)

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

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes - November 19, 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. Human Resources Report
  - 1. General Wage Increase Recommendations: Danielle Perry
- F. Action Item
  - 2. Approval of General Wage Increase
- G. Finance and Facilities Reports
  - 3. Monthly Finance Report: Donna Zirkle
  - 4. Resolution 2025-06: Adoption of 2026 Budget: Donna Zirkle
- H. Action Items
  - 5. Approval of Monthly Expenditures



# Board of Trustees Meeting

# Agenda

KCLS Service Center / Hybrid  
Wednesday, December 17, 2025  
5:00 PM

6. Resolution 2025-06 Adoption of 2026 Budget
7. Election of 2026 Board Officers
8. Appointment of 2026 Committees: Finance, Board Development, e-Book Ad-Hoc
9. Appointment of 2026 KCLS Foundation Liaison
10. Approval of 2026 Board Meeting Schedule
- I. Staff and Director's Reports
  11. Director's Report: Heidi Daniel
- J. Board Committee Reports
- K. Trustees' Reports
- L. Adjournment



# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | November 19, 2025, 5pm

## Present

### **KCLS Board**

Jeffery Guddat  
Verna Seal  
Lalita Uppala  
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. October 29, 2025 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures
5. Resolution 2025-03 Property Tax Revenue Increase
6. Resolution 2025-04 Property Tax Levy
7. Resolution 2025-05 Recognition of Lalita Uppala

## Call to Order

Secretary Jeff Guddat called the meeting to order at 5:04pm. Verna Seal and Lalita Uppala attended in person; Laura Valenziano attended online. There was a quorum.

## Approval of Agenda

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

## Approval of Board Minutes

**Laura Valenziano moved approval of the October 29, 2025 Board Meeting minutes. Lalita Uppala seconded the motion. All voted in favor and the motion passed unanimously.**

## Public Comment

Patron Helen Stanwell expressed appreciation for the increase in the free printing allowance to \$5 and the return of in-person public budget hearings at community libraries. She also expressed concern that the KCLS budget has grown at a rate disproportionately higher than local inflation.

## Finance and Facilities Report

Finance and Facilities Director Donna Zirkle presented the monthly Finance report as of the end of October 2025. Year-to-date (YTD) revenues were \$139.9M, which was approximately 93% of the yearly revenue budget of \$150.6M. YTD expenses were \$124.2M, which is 75% of the total expense budget of \$164.6M. CIP expenses YTD at the end of October were \$6M, accounting for 48% of the total budget of \$12.5M.



# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | November 19, 2025, 5pm

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Donna also introduced Resolution 2025-03 Property Tax Increase and 2025-04 Property Tax Levy. She detailed property tax statute RCW 27.12.050, which allows rural library districts to levy residents for library services. She also discussed RCW 84.55, which provides for an annual increase in the allowable property tax levy. Resolution 2025-03 allows for a 1% increase in property tax over 2025; the increase will be from \$140.5M in 2025 to \$141.9M in 2026. Resolution 2025-04 outlines the allowable levies for 2026 which include the base property tax levy (\$141.9M), new construction and tax increment financing (\$1.6M), and prior year refunds (\$0.6M) for a total of \$144.1M.

Donna also explained why the levy rate decreases as property tax amounts increase. Each year, KCLS divides the levy amount above by the assessed property values to come up with the levy rate. The levy rate per \$1,000 assessed value in 2026 will be .237, down from .244 in 2025.

## Approval of Monthly Expenditures

**Verna Seal moved approval of Payroll expenditures for October in the amount of \$3,595,013.36:**

(10/10) Ck#00202551-00202568; 137833836-137834970; (10/21) Ck#142705671; (10/24) Ck#00202569-00202581; 145405762-145406897. **Laura Valenziano seconded, and the motion passed unanimously.**

**Lalita Uppala moved approval of General Fund #0010 expenditures for October in the amount of**

**\$10,021,875.13:** Travel Advances – Ck#1561; (10/09) Ck#1162468-1162604; 5015822-5015826 (10/16) Ck#5015827-5015864; 1162605-1162685; (10/23) Ck#5015865-5015869; 1162686-1162831; (10/24) Ck#1162832-1162840; (10/31) Ck#1162841-1162962; 5015870-5015872; (11/06) Ck#5015873-5015876; 1162963-1163076. Voids - 0. **Verna Seal seconded, and the motion passed unanimously.**

**Lalita Uppala moved approval of Resolution 2025-03 Property Tax Revenue Increase. Verna Seal seconded. All voted in favor and the motion passed unanimously.**

**Laura Valenziano moved approval of Resolution 2025-04 Property Tax Levy. Verna Seal seconded. All voted in favor and the motion passed unanimously.**

## Staff and Director's Reports

### Tax Increment Financing

Government Relations Manager John Sheller provided an overview of tax increment financing (TIF), a state-authorized tool for funding public infrastructure projects that aim to stimulate economic development, including jobs and housing. TIFs are available to cities, counties and ports, and are limited in geographic scope, financial amount, and duration.

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# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | November 19, 2025, 5pm

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John explained the mechanics of TIF: Within the designated area, property values are “frozen” at a base year. Local taxing districts, including KCLS, continue to receive levy revenue based on the frozen value. As property values increase due to development, the city collects the incremental revenue and applies it to the TIF project. A “no harm” provision allows assessors to add an incremental value to the rest of the district to compensate for revenue lost through the frozen valuation. Donna noted that TIF revenue, along with revenue from new construction, contributes a minor but consistent revenue stream for KCLS annually.

KCLS actively participates in a statewide working group of local taxing districts to monitor TIF impacts and to provide feedback on potential legislative adjustments.

John illustrated the discussion with examples of an existing TIF project in Kirkland and a proposed project in Bellevue for 2026. Bellevue has provided preliminary proposals for affected taxing districts and will be asking each district to vote on whether to participate or not. More information and a vote is expected in the first half of 2026.

## Director’s Report

Executive Director Heidi Daniel discussed the recent 100th anniversary celebration at the Bellevue Library, which was attended by more than 250 people.

She reviewed several dashboard metrics, all of which are on track. Heidi highlighted digital circulation, which has already surpassed 10 million checkouts this year. She noted that digital circulation is projected to equal or exceed physical circulation by the end of the year.

## Written Reports

Jeff Guddat referred the trustees to the written report summarizing the Q&A from the three recent public budget hearings. Laura Valenziano thanked the community libraries that hosted the hearings, noting their important role in supporting a transparent budget process.

## Board Committee Reports

Jeff provided an update on the audit process, which began following a risk assessment meeting and a formal entrance meeting with state auditors.

He also briefly reported on the Bellevue Chamber of Commerce Economic Forecast breakfast, which he attended recently with John Sheller and Donna Zirkle.

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# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | November 19, 2025, 5pm

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## Trustees Reports

President Laura Valenziano gave a tribute to Trustee Lalita Uppala as she prepares to retire from the Board of Trustees after serving two full five-year terms (10 years). This is her final meeting. Lalita talked fondly about her time at KCLS.

**Laura Valenziano moved approval of Resolution 2025-05 Recognition of Lalita Uppala. Verna Seal seconded, and the motion passed unanimously.**

## Adjournment

Jeff Guddat adjourned the meeting at 5:53pm.

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Laura Valenziano, President

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Jeff Guddat, Secretary

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# FINANCE REPORT

## King County Library System

December 17, 2025

### 1. GENERAL FUND COMMENTARY

Expenditures in November 2025 were \$12.1M compared to the monthly budget average of \$13.7M and represented 7.4% of the annual budget. Last year, November expenditures were \$11.6M, or 7.6% of the 2024 budget. The year-over-year change in total expenditures is 4.4%.

### 2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

#### ***Supplies***

November expenditures of \$142K consisted primarily of \$48K for Operating Supplies, \$35K for Supplies – Building Maintenance, \$15K for Supplies – Gas and Oil, and \$12K for Supplies – Program.

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

November expenditures of \$45K consisted of Training and Individual Development.

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

November expenditures of \$371K included \$105K for Administration, \$92K for Facilities, \$67K for Programs, \$58K for Operation, and \$46K for Catalogue & Processing.

#### ***Communication & Advertising***

November expenditures of \$184K included \$115K for Telephone – Data and Voice, \$61K for Advertising, and \$8K for Postage.

#### ***Operating Lease***

November expenditures of \$268K primarily consisted of \$210K for Operating Leases, \$41K for Operating Lease – Copiers, and \$17K for Operating Lease – Rental.

#### ***Utilities***

November expenditures of \$225K included electricity, water, and waste management services.

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

November expenditures of \$810K included \$540K for Facilities related Repairs and Maintenance, \$127K for HVAC, \$108K for ITS Repairs and Maintenance, and \$27K for Landscape Maintenance.

#### ***Reserves***

There were no reserve expenditures in November.

#### ***Miscellaneous***

November expenditures of \$37K consisted primarily of \$27K Ad Valorem and \$10K of Bank Fees.

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

November expenditures of \$1.3M included \$829K for Downloadable Material-Licensed & Purchased, \$398K for Books, and \$50K for Non-book Media, Periodicals & Databases.

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

### *Facilities-CIP*

November expenditures of \$1.2M primarily consisted of \$810K for HVAC, \$197K for Carpet Replacement, and \$135K for Vehicles.

### *ITS-CIP*

November expenditures of \$236K consisted of \$201K for PC Replacement, and \$33K for Network upgrade.

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

November revenues were \$10M, which is primarily Property Tax and Investment Interest revenue. November YTD revenues reflect 99.5% of the total budgeted amount. The year-over-year change in total revenue is 3.1%.

## **4. CASH POSITION OVERVIEW**

The cash balance in the General Fund (#001) as of November 30, 2025, was \$156,847,949.

## **5. INVESTMENT RETURN**

The County Investment Pool's gross rate of return for November 2025 was 4.39% This was 0.61 percentage points higher than the 90-day T-Bill average rate of 3.78%.

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

# NOVEMBER 2025

Fund	Vendor	Amount	Description
<b>Personnel</b>			
001	Premera Blue Cross Total	\$ 839,143	Medical premiums
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 582,747	PERS
001	Empowerment Retirement-EFT Total	\$ 209,226	457 retirement plan
001	Kaiser Foundation Health Plan Total	\$ 128,647	Medical premiums
001	ConnectYourCare, LLC Total	\$ 65,255	Health care flexible spending account plans
001	Delta Dental of WA - Washington Dental Total	\$ 64,433	Dental premiums
001	WSCCCE, AFSCME, AFL-CIO Total	\$ 38,792	Union dues
001	Standard Insurance Company Total	\$ 38,690	Life and AD&D insurance premiums
001	Governmentjobs.com Inc. Total	\$ 33,131	Annual subscription fee
001	DayForce US, Inc. Total	\$ 29,973	Payroll HCM billing
<b>Buildings</b>			
001	MacDonald-Miller Facility Solutions Total	\$ 914,435	HVAC maintenance/repairs/upgrades
001	E & L Flooring Services LLC Total	\$ 212,671	Flooring/upholstery repair/maintenance
001	Puget Sound Energy (UTILITIES) Total	\$ 133,512	Utilities
001	Larsons Glass Co. Inc. Total	\$ 72,966	Furnish/install new doors and windows - various branches
001	Reef Preston LLC/Integrated Real Est Svc Total	\$ 65,857	Building lease
001	Day & Nite Plumbing & Heating Inc. Total	\$ 54,617	Plumbing repairs/service calls
001	T&B Products dba C4 Products LLC Total	\$ 53,604	Automatic door parts/maintenance/replacement - various branches
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 53,441	Building lease
001	Southcenter Owner LLC (LEASE) Total	\$ 53,058	Building lease
001	Performance System Integration LLC Total	\$ 44,580	Fire sprinkler system/extinguishers inspection/maintenance
001	Milliken & Company Total	\$ 43,267	Carpet replacement - Lake Hills
001	Supply Source Inc - SAMS Total	\$ 28,614	Janitorial supplies
001	Northwest Landscape Services Total	\$ 26,677	Landscape maintenance/repairs
<b>Collections</b>			
001	OverDrive, Inc. Total	\$ 784,248	Downloadable books, audio, video, and music
001	Ingram Library Services Total	\$ 318,326	Print materials including Choice Reads and physical processing
001	Midwest Tape Total	\$ 79,590	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	Mackin Educational Resources Total	\$ 59,020	Children's books, pre-binding children's books and physical processing
<b>Other</b>			
001	Way Scarff Ford Auburn Total	\$ 135,325	2 Vehicle purchases
001	Ednetics Inc. Total	\$ 126,545	SALTO access control materials & service - various branches
001	Amazon.com Total	\$ 87,980	Operating supplies
001	Homeland Patrol Division Security LLC Total	\$ 86,651	Security service - various branches
001	King County Finance (TELECOMM/I-NET) Total	\$ 78,189	I-Net billing KC wide area network
001	Hillis Clark Martin & Peterson Total	\$ 66,216	Professional services - legal fees
001	Pacific Energy Concepts LLC Total	\$ 60,675	Lighting project - Bothell
001	COPACINO + FUJIKADO LLC Total	\$ 58,747	Professional services - marketing
001	CDW Government, Inc. Total	\$ 53,553	Computer equip/parts/software
001	Complete Office Total	\$ 37,149	Furnishings - various branches
001	Apex Facility Resources Inc. Total	\$ 37,034	Furnishings - Bellevue
001	Ricoh USA Inc. Total	\$ 32,814	Copier leases
001	U.S. Bank VISA Total	\$ 30,009	VISA charges (supplies/training/advertising/subscriptions)
001	State Auditor's Office	\$ 29,806	Annual audit fees
001	Oracle America Inc. Total	\$ 25,620	JDE software license/support/maintenance
001	Johnston Architects LLC Total	\$ 25,100	Professional services
001	Lansweeper Inc. Total	\$ 25,024	IT Management software subscription
001	Group 4 Architecture Research Planning Total	\$ 23,230	Professional services - project planning
001	Esker Inc. Total	\$ 22,093	P2P Invoice automation software

001	General Fund
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# GENERAL FUND REVENUES

November

	2025				2024				
Revenues Received:	Budget 2025	November Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2024	YTD Received	% Growth Over 2024 YTD	
Property Tax, Current Year	\$ 140,952,257	\$ 9,058,664	\$ 137,721,912	97.7%	97.6%	\$ 135,676,067	\$ 134,546,679	2.4%	
Property Tax, Prior Years	1,678,060	52,227	1,313,016	78.2%	97.7%	1,540,171	1,675,262	(21.6%)	
Other Taxes	363,899	120,272	464,643	127.7%	117.4%	363,821	361,549	28.5%	
Timber & State Shared Revenues	96,681	10,311	33,428	34.6%	96.1%	109,188	108,583	(69.2%)	
Contracts	565,383	-	295,769	52.3%	33.1%	654,102	256,608	15.3%	
Printing/Photocopies	379,757	22,581	386,473	101.8%	143.9%	373,333	346,259	11.6%	
Damaged Materials/ Fines & Fees	37,709	2,362	34,512	91.5%	28.3%	37,353	34,011	1.5%	
Lost Materials	57,453	3,623	48,784	84.9%	47.0%	57,930	53,135	(8.2%)	
Investment Interest	3,600,000	454,014	5,036,729	139.9%	242.8%	6,001,183	4,856,370	3.7%	
Grants	-	-	-	N/A	3.1%	12,838	13,266	(100.0%)	
KCLS Foundation	1,641,854	110,324	1,309,491	79.8%	96.8%	1,502,401	1,428,264	(8.3%)	
E-Rate	1,000,000	159,536	576,680	57.7%	48.3%	1,104,743	628,114	(8.2%)	
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	573,448	-	N/A	
Miscellaneous Revenues/Other Financing Sources	262,007	19,137	2,649,020	1011.0%	N/A	1,528,782	1,087,689	143.5%	
<b>TOTALS</b>	<b>\$150,635,060</b>	<b>\$10,013,052</b>	<b>\$149,870,458</b>	<b>99.5%</b>	<b>99.3%</b>	<b>\$149,535,362</b>	<b>\$145,395,791</b>	<b>3.1%</b>	

Credit Card Payments	November 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	776	32.9%	8,418	24.4%	21.2%	7,759	7,196	17.0%
Lost Materials	832	22.9%	17,029	34.9%	42.1%	24,341	22,364	(23.9%)
<b>TOTALS</b>	<b>\$1,608</b>	<b>26.9%</b>	<b>\$25,447</b>	<b>30.6%</b>	<b>33.9%</b>	<b>\$32,099</b>	<b>\$29,560</b>	<b>(13.9%)</b>

# GENERAL FUND EXPENDITURES

November

2025

2024

DESCRIPTION	BUDGET 2025	November EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2024 EXPENDED	YTD EXPENDED	% Growth Over 2024 YTD
Salaries	\$ 71,822,373	\$ 5,525,946	\$ 62,677,686	87.3%	85.4%	\$ 62,764,738	\$ 57,321,963	9.3%
Benefits	27,765,268	1,753,258	20,846,727	75.1%	79.1%	21,859,992	19,901,362	4.8%
<b>SUB-TOTALS</b>	<b>\$ 99,587,641</b>	<b>\$ 7,279,204</b>	<b>\$83,524,413</b>	<b>83.9%</b>	<b>83.7%</b>	<b>\$84,624,730</b>	<b>\$77,223,325</b>	<b>8.2%</b>
Supplies	2,881,645	142,010	2,325,972	80.7%	97.5%	3,317,458	2,901,597	(19.8%)
Staff Development	1,307,650	44,839	1,006,772	77.0%	62.7%	748,578	717,405	40.3%
Prof. Services	5,448,484	370,969	4,469,761	82.0%	79.7%	5,029,163	4,214,493	6.1%
Communications	1,507,233	123,101	1,181,428	78.4%	85.7%	1,093,400	905,346	30.5%
Travel	152,802	3,707	99,203	64.9%	57.0%	127,459	105,059	(5.6%)
Advertising	656,625	61,242	615,358	93.7%	37.9%	322,247	190,654	222.8%
Operating Leases	3,406,598	268,037	3,213,539	94.3%	95.6%	3,114,537	3,042,244	5.6%
Insurance	1,200,882	-	1,121,174	93.4%	92.3%	1,052,563	1,052,563	6.5%
Utilities	2,529,480	224,813	2,403,419	95.0%	95.4%	2,559,058	2,333,323	3.0%
Repairs & Maintenance	15,709,539	809,583	14,429,676	91.9%	97.2%	15,468,518	13,467,913	7.1%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	413,010	36,738	737,233	178.5%	154.9%	634,521	578,811	27.4%
Intergovernmental	168,400	33,812	100,569	59.7%	73.6%	170,876	76,357	31.7%
Library Material	15,881,740	1,277,468	13,647,788	85.9%	93.1%	17,221,055	14,356,126	(4.9%)
<b>SUB-TOTALS</b>	<b>\$ 52,464,088</b>	<b>\$ 3,396,320</b>	<b>\$ 45,351,892</b>	<b>86.4%</b>	<b>89.9%</b>	<b>\$ 50,859,434</b>	<b>\$ 43,941,892</b>	<b>3.2%</b>
Facilities - CIP	\$ 7,957,000	\$ 1,201,133	\$ 4,446,506	55.9%	74.9%	\$ 10,143,659	\$ 5,852,534	(24.0%)
ITS - CIP	4,576,801	235,760	2,983,713	65.2%	94.7%	3,780,445	\$ 3,494,820	(14.6%)
<b>SUB-TOTALS</b>	<b>\$ 12,533,801</b>	<b>\$ 1,436,893</b>	<b>\$ 7,430,219</b>	<b>59.3%</b>	<b>81.3%</b>	<b>\$ 13,924,104</b>	<b>\$ 9,347,354</b>	<b>(20.5%)</b>
<b>TOTALS</b>	<b>\$ 164,585,530</b>	<b>\$ 12,112,418</b>	<b>\$ 136,306,524</b>	<b>82.8%</b>	<b>85.5%</b>	<b>\$ 149,408,268</b>	<b>\$130,512,571</b>	<b>4.4%</b>

# **KING COUNTY RURAL LIBRARY DISTRICT BOARD OF TRUSTEES**

## **RESOLUTION 2025-06 ADOPTION OF 2026 BUDGET**

**DECEMBER 17, 2025**

BE IT RESOLVED by the Board of Trustees of the King County Rural Library District, that the 2026 Budget for the District, in the form attached as Exhibit A hereto, is hereby approved.

ADOPTED by the Board of Trustees of the King County Rural Library District at an open, public, regular meeting thereof, held this 17th day of December, 2025, with a quorum present and the following Trustees voting: Laura Valenziano, Jeff Guddat, Crystal Goodwin, Harish Kulkarni, Srinu Raghavan, and Verna Seal.

Attest,

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Laura Valenziano, Board President

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Jeff Guddat, Board Secretary

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Crystal Goodwin, Trustee

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Harish Kulkarni, Trustee

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Srinu Raghavan, Trustee

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Verna Seal, Trustee

## EXHIBIT A

### GENERAL FUND SUMMARY

	Actual 2024	Budget 2025	Budget 2026	Variance \$	Variance %
<b>Revenue</b>	\$ 149,535,362	\$ 150,635,060	\$ 155,009,427	\$ 4,374,367	2.9%
<b>Library Operation</b>					
Salaries	62,764,738	71,822,373	74,386,277	2,563,904	3.6%
Personnel Benefits	21,859,992	27,765,268	24,083,543	(3,681,725)	-13.3%
Supplies	3,317,458	2,881,645	2,851,179	(30,466)	-1.1%
Staff Development	748,578	1,307,650	1,034,000	(273,650)	-20.9%
Professional Services	5,029,163	5,448,484	5,588,452	139,968	2.6%
Communications	1,093,400	1,507,233	1,369,210	(138,023)	-9.2%
Travel	127,459	152,802	141,400	(11,402)	-7.5%
Advertising	322,247	656,625	797,425	140,800	21.4%
Operating Leases	3,114,537	3,406,598	3,561,233	154,635	4.5%
Insurance	1,052,563	1,200,882	1,249,442	48,560	4.0%
Utilities	2,559,059	2,529,480	2,602,584	73,104	2.9%
Repair and Maintenance	15,468,518	15,709,539	15,467,026	(242,513)	-1.5%
Reserves		1,200,000	1,200,000		0.0%
Miscellaneous	634,521	413,010	567,510	154,500	37.4%
Intergovernmental Services	170,876	168,400	127,100	(41,300)	-24.5%
Library Materials	17,221,055	15,881,740	15,908,230	26,490	0.2%
Facilities CIP	10,143,659	7,957,000	10,450,000	2,493,000	31.3%
ITS CIP	3,780,445	4,576,801	4,029,500	(547,301)	-12.0%
<b>Library Operation Total</b>	\$ 149,408,268	\$ 164,585,530	\$ 165,414,111	\$ 828,581	0.5%

# 2026 Board Meeting Schedule

All meetings will be held at 5pm at the KCLS Service Center  
with a remote option unless otherwise noted.

Wednesday, January 28

Wednesday, February 25

Wednesday, March 25  
**@ Community Library TBD**  
*Public Forum*

Wednesday, April 29

Wednesday, May 27

Wednesday, June 24  
**@ Community Library TBD**  
*Public Forum*

Wednesday, July 29

No August Meeting

Wednesday, September 30  
**@ Community Library TBD**  
*Public Forum*

Saturday, October 10 – Special Meeting (**tentative**)  
8am-2pm  
*Board Retreat*

Wednesday, October 28  
*Preliminary Budget*

Wednesday, November 18

Wednesday, December 16  
*Final Budget Approval + Public Forum*



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## Public Services

### Library Outreach, Programs and Services (LOPS)

KCLS wrapped up its successful Author Voices series with a visit from horror author Stephen Graham Jones at the Auburn Library on Nov. 7. The after-hours event drew 110 attendees and was viewed simultaneously online by another 208 people. The program is still available to watch on KCLS' YouTube channel: *Author Voices: In Conversation with Stephen Graham Jones*.

Our libraries are offering a variety of events to brighten the season. The Covington Library hosted Ensemble Ballet Theatre for a performance of highlights from *The Nutcracker*, drawing 300 patrons of all ages. The Renton Library held a popular gingerbread house-making program with 145 participants. The Dickens Carolers are also performing at four locations this year: Algona-Pacific, Mercer Island, Lake Forest Park and Newcastle. More information is available in our online Events Calendar.

The Library Outreach Programs and Services team is collaborating with the Communications and Marketing, and Equity and Social Impact Departments to plan 2026 programming. Early discussions include next year's Summer Reading Program and two new adult reading campaigns designed to build excitement around library resources and champion books and reading.

## Equity and Social Impact



On Saturday Dec. 6 the Equity and Social Impact (ESI) Department hosted its Plaza Comunitaria program graduation ceremony at the Bellevue Library. Plaza Comunitaria is an adult education program in Spanish that helps participants complete their primary and secondary education through a partnership with the Mexican Consulate and INEA (the National Institute for Adult Education/Instituto Nacional de la Educación para el Adulto), part of the Mexican government's education department.

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Plaza Comunitaria students are Spanish-speaking adults who did not have the opportunity to complete their education in their countries of origin. The program allows them to attend classes in person or online and earn their diplomas with the support of tutors and volunteers, often while balancing work and family responsibilities. Saturday's ceremony celebrated two graduates and was attended by Victor Hugo López, Consul Titular of the Mexican Consulate, as well as KCLS Foundation Executive Director Lisa Yamasaki, both of whom shared remarks. The KCLS Foundation generously sponsored the food and music for the event.

This graduation marked the conclusion of KCLS' Plaza Comunitaria program after 10 years, due to shifting community needs, geographical and logistical constraints and declining enrollment. Students who are still working toward graduation are being transitioned into other Plaza Comunitaria programs offered in King County through partner organizations and the Mexican Consulate. The ESI Department is grateful for the Foundation's long-standing support and is gathering community feedback from Spanish-speaking residents to identify new pathways for adult education programs in our service area.

## Government Relations

With the November election results certified, KCLS staff and I attended recognition events for the outgoing mayors of Des Moines, Duvall, Enumclaw and Issaquah, as well as the swearing-in ceremonies of King County Executive Girmay Zahilay and King County Councilmember Steffanie Fain.

I met with Renton Mayor Armando Pavone and learned about Renton's plans for a social services hub, modeled after the successful Auburn hub. Library staff will be able to refer patrons to the hub for food assistance, housing support, mental health services and other critical resources. This continues my ongoing city leadership meetings to ensure our community libraries are aware of and supporting partner cities' social service goals. I also joined city, county and regional elected officials for a preview ride of the Sound Transit Federal Way Extension light rail, now running south from the airport with three new stops in Des Moines and Federal Way.

## Administrative Services

### Human Resources

KCLS launched KCLS Alerts on Nov. 18, 2025; it is a new emergency notification system designed to quickly reach employees when building operations or safety are impacted. The system provides multichannel messaging - including work email and cell notifications - to ensure timely communication during events such as weather closures, lockdowns or building-wide safety issues. Staff may also opt in with personal devices for added convenience.

On Dec. 3, 2025, KCLS Board of Trustees members Laura Valenziano and Crystal Goodwin, along with Executive Director Heidi Daniel, celebrated 116 staff members marking milestone anniversaries of 10

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or more years of service at the annual Service Awards event. The theme, "Together We Shine," highlighted how each honoree brings skills, compassion and creativity to KCLS, and how their collective efforts create something extraordinary for patrons and the community. Surrounded by colleagues, friends and family, each honoree received a small token of appreciation, and the celebration concluded with lunch, socializing and photos.



Heidi Daniel addressing the audience at the annual KCLS Service Award Reception

## Information Technology Services (ITS)

KCLS leaders met with Microsoft Elevate to explore potential partnership opportunities, focusing on their training offerings and discussing Reading Coach as a promising tool to support literacy efforts. This conversation is part of Microsoft's broader goal to develop a cohort of libraries that will evaluate use cases and identify where Microsoft solutions - such as Reading Coach - can address library needs.

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Communications and Marketing



Redmond librarians Lisa Racine and Hope Yeats

KCLS launched the annual Best Books campaign to highlight this year's favorite books selected by staff across the system, featuring coordinated social media, advertising and in-library content. The campaign also produced several viral videos, including the first TikTok to reach 100,000 views and an Instagram video with 150,000 views. Overall, our social media follower count has grown by nearly 50% this year.

## KCLS Foundation

### Love Letters to Libraries

The Foundation's campaign to inspire community engagement and support for KCLS and the Foundation kicks off Dec. 15. All libraries in our service area and mobile service routes, along with several schools and businesses, will offer letter templates and collection boxes where patrons and community members can write letters of appreciation to our libraries. The goal is to collect 3,000 letters before the campaign ends Jan. 16.

These letters will be displayed as an exhibit at the March 7 Literary Lions Gala. Follow along and share the opportunity at <https://www.kclsfoundation.org/loveletters>.



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## Giving Tuesday

The Foundation raised \$56,000—surpassing its \$50,000 goal—during the annual Giving Tuesday campaign, which took place on Dec. 2 this year. Giving Tuesday is a one-day, global fundraising event that follows Black Friday and Cyber Monday and encourages the public to support nonprofits as part of their holiday giving.

Here are a few notes received with donations:

*"The first library I ever entered at like 4 or 5 was the OG Maple Valley location before it moved! I attended the ribbon-cutting ceremony for the updated Maple Valley location where still resides. Great memories, happy to contribute to more for others."*

*"KCLS has been here for me for 40+ years, an institution I'm very grateful my community has."*

*"To the King County Library System: Thank you for your tireless work as stewards of knowledge and champions of community. You are where learning begins, where curiosity thrives, and where every King County resident finds the tools to write their own success story. Your impact is truly priceless."*

*"In memory of D.R.S: Your love of reading and knowledge lives on in your beloved grandchildren who are now 5 and at the beginning of their own love of reading books and gaining knowledge."*

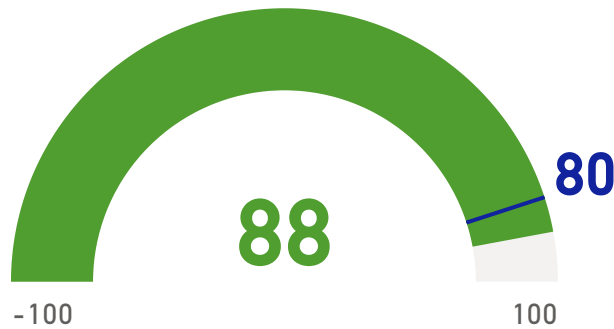
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## Key Performance Indicators (KPIs)

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



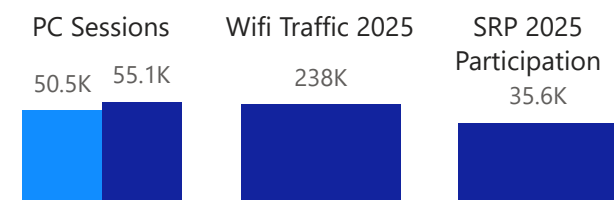
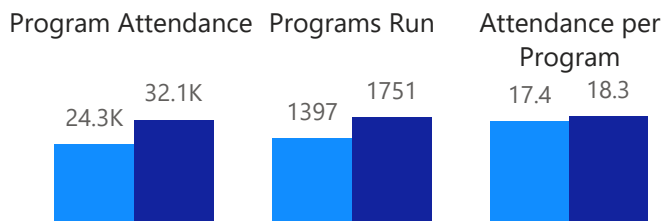
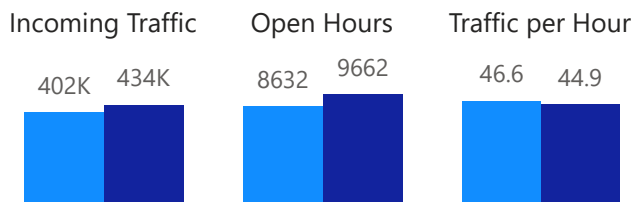
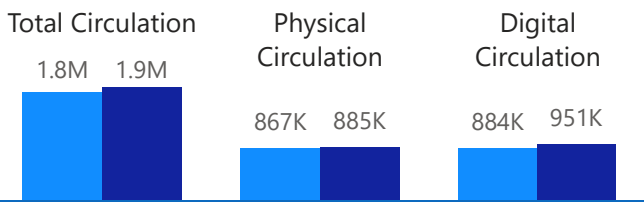
### Learned Something New



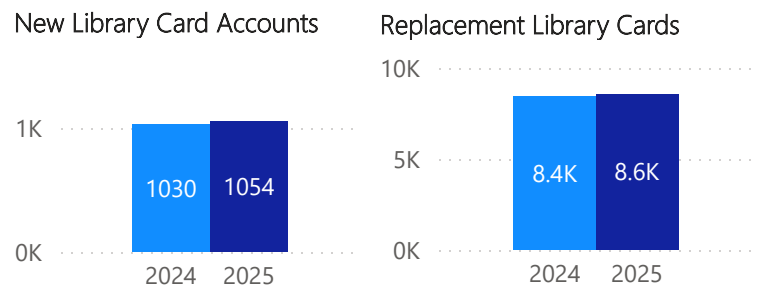
### Felt Sense of Connection



## 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.

