



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ October 26, 2016

PRESENT MOTIONS APPROVED

KCLS BOARD

Angélica Alvarez
Robin McClelland
Lalita Uppala
Jim Wigfall

KCLS Staff

Julie Acteson
Beth Castleberry
Jenny Engstrom
Maria Hatcher
Holly Koelling
Tess Mayer
Cynthia McNabb
Jed Moffitt
Bruce Schauer
Greg Smith
Gary Wasdin
Dwayne Wilson

1. Board Meeting agenda
2. September 28, 2016 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Construction Bond Fund 1988 #3020 expenditures
6. Capital Project Fund 2005 #3070 expenditures
7. Gift Fund #6010 expenditures

CALL TO ORDER

Secretary Jim Wigfall called the meeting to order at 5:03pm.

APPROVAL OF AGENDA

Robin McClelland moved approval of the Board Meeting agenda. Angélica Alvarez seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Angélica Alvarez moved approval of the September 28, 2016 Board Meeting minutes. Lalita Uppala seconded and the motion passed unanimously.

PUBLIC FORUM

Stan Brooks, Library Technical Assistant from the West cluster and Shop Steward for Local 1857, read a statement on behalf of Burien Library Page Laurie Bardill:

I have been a Page at Burien for thirteen years. There are two other Pages at Burien who have been Pages longer than I have, which shows that not all Pages are high school students. The Library Assistants and Librarians have commented many times on how they appreciate the knowledge and experience that long-time Pages provide.

I need to work part-time so I can help care for a mother with Alzheimer's disease. The Page job gives me the flexibility to do that. Sometimes, though, I am tempted to look for another job so I could have health and retirement benefits. I also sometimes feel I am not valued as other employees, who work only five more hours a week than I do and get full benefits. I am single and cannot get benefits from a spouse.

There are also times when I would like to work more hours. This is impacted by the 69-hour rule. As a 15-hour a week Page, my normal scheduled hours end up reaching 70 hours four times a year without working any extra. This can get me in trouble unless I change my schedule and move an hour to another month. Pages have to count their hours every month to stay within the guidelines. This also affects management. If they have vacant Page shifts, but all the Pages have reached their 69 hours, who will fill the shifts?

Please consider giving Pages health and retirement benefits and allowing us to work more hours. We are dedicated, hard-working employees who are valuable to KCLS.

Deanna Gauthier, Public Services Assistant from the Central cluster, read a statement on behalf of Blanche Cossette, a Page from the Cataloging and Processing department:

I have worked for KCLS for 16 years as a Page. When I started, a part time position was perfect for me as I still had a child at home. Over the years, part-time work has still been ideal, as I have helped with my grandchildren. It was my choice to be a part time worker through the years.

I didn't really start thinking about the need for benefits until about eight years ago, when I was facing surgery. I have been fortunate that my husband is a union electrician with a great healthcare plan that includes spouse coverage too. Some of my fellow Pages do have to pay for their own healthcare out of pocket, and would not have been as fortunate as I was to cover my surgery.

In the 16 years that I have worked here, I have not been earning any kind of pension benefit. Having access to the same retirement benefits as other employees would be nice as I approach retirement age over the next few years.

When we formed our Union, I was hopeful that some 20-hour positions would be created for the Pages, but have not seen very much progress! I am still hopeful that Pages will be given more opportunities for additional hours and benefits.

Cindy Richardson, Local 1857 Chief Steward, read a statement on behalf of Des Moines Library Page Mary O'Malley:

The day I started as a page at KCLS, I was one of three new hires. The other two were students. That didn't surprise me. The last time I'd worked in a library—let's just say it was the early 70s—I was a student too. So were most of the people I worked with. Now, I was retired and lucky enough to find a job I knew I'd like. But that did not prepare me for how much libraries have changed since the last time I worked in one.

My first hint came when a co-worker showed me how to 'Open' and a hoard of patrons poured into the library, making a beeline for the computers, completely ignoring the stacks. Didn't everyone come to the library for books??? Apparently not.

The next thing I noticed was that, among Pages, students appeared to be in the minority. Some of my co-workers, like me, were semi-retired. Others were adults, family people, some holding two jobs because, working as a Page, their hours were sharply restricted, their benefits non-existent.

Over the nine years I've worked at KCLS, I have always been impressed with the way the library adapts to change. Through technology, for example, we've made technology and resources available to people in ways no one could have imagined even a decade ago. There is one area, however, where KCLS has not kept up with the times. That involves the way Pages are treated.

There may have been a time when the limits on Page hours and the resulting denial of benefits made sense. Certainly, when I was a student, neither of those issues would have mattered to me. This was not my 'career.' It wasn't even my 'job.' It was something I did to pay for college and then I moved on.

The fact is, most Pages aren't students anymore. This is their job and some actively seek promotion to make it a career. Most of the Pages I work with have been on the job for some time, some longer than my nine years. The restrictions placed on their earnings and hours matter. KCLS has to recognize that fact.

Pages who have worked years for KCLS have no chance of earning health benefits or retirement. Work weeks are short, usually between 10 and 12 hours, and only so many additional hours can be taken on. While most schedules are reasonable, I have seen some

that are not. Some offer no full weekend off or scatter hours through the week, making it hard to schedule a second job or family matters. Others require the person to work three-hour shifts, increasing commuting time and costs for people who are not that highly paid to begin with.

KCLS is an organization that prides itself on dealing with change and I would say they have been successful in doing so in a number of areas. This, however, is one area that has been overlooked. KCLS needs to look at the Page position, how it has changed and how KCLS can adapt to those changes. I hope this is something KCLS will address soon.

Karen Russell, a Page in the Periodicals department, read a statement on behalf of Page Margaret Haro, a Page from the Cataloging and Processing department

To be able to work 20 hours (or more) in the work week would be extremely beneficial for me. I am in my mid-twenties and would love to support myself rather than live with my parents to save money. The cost of living in the Greater Seattle area has risen so much that I cannot afford to live in even a small studio by myself. I do not want to work two or three jobs, just this one that I absolutely love. Also, being eligible for benefits like great health care would be nice to have instead of being on Medicaid. I would love to work overtime, but the 69-hour rule, four months of the year is extremely limiting and I feel like I have to plan out my entire year. I am physically able to work, I have no time constraints such as school or children, and I love working for the library.

Catherine Reese is an LTA in the Northcentral region and spoke in support of staff who are affected by the labor contracts that are up for negotiation. She lives on Mercer Island and mainly works at the Mercer Island Library. When the Mercer Island community objected to the library remodel, residents spoke up. She said she supports those who speak up politely and feels the time has come to speak up about the issues surrounding the three contracts. She said she doesn't want the situation to get as bad as Mercer Island, but without direction from management, contract negotiations could get worse. She said she has faith in Gary Wasdin and hopes that KCLS will step up and settle with the Union in an agreeable way.

Council 2 Representative Mary Louis thanked all members of the bargaining unit and their supporters for travelling in rush hour traffic to hear the Union's perspective about the recent vote on the Main Unit contract. She said members voted to reject the contract by an overwhelming 76 percent margin, and the Union is still faced with the challenge of reaching agreement on two other contracts before the end of the year. She said the Union's relationship with KCLS—although initially positive—has deteriorated due to a letter members received from KCLS' management team in the days leading up to the contract vote. She said the letter, which recommended that members read the contract for themselves and form their own opinions on how to interpret it, was an inaccurate representation of the Union's position. Ms. Louis said many members perceived its tone and content as coercive and an attempt to interfere with the voting process. Ms. Louis also said that after the letter was sent, she received an email from KCLS Human Resources letting her know that her private conversations on an email listserv were being observed and monitored. She said the Board can read the letter and make its own judgment as to whether they would couch it as helpful or threatening as it was reported to her. She said the Union's membership wants management to understand that these coercive and intimidating activities are not helpful and will not lead to successful negotiations. The Union is asking for KCLS to treat its employees with respect and dignity by providing a living wage with benefits. Ms. Louis said negotiations will be successful if the values embraced by the Board are translated into contract language. However, due to the ongoing disagreement, she has requested mediation for all three contracts from the Public Employment Relations Commission (PERC). She said the Union made every effort to accept bargaining dates proposed by management between December 2015 and September 2016. Now with less than 10 weeks to resolve the issues things become much more complicated. Ms. Louis requested that the Board direct management to devote time to negotiations with an aim to finalize all contracts by the end of the year. She said the Union will make the same commitment.

Human Resources Director Cynthia McNabb said contract negotiations are often difficult and take time. Even when both sides work hard to meet in middle, sometimes one side is less happy than the other. When negotiations with the Main unit concluded on September 21, KCLS left the table thinking that an agreement had been reached. Neither side got everything it wanted, but management felt good that both sides had struck a healthy balance and would move on to implementation. Cynthia said when she later discovered that the Union recommended that its members reject the contract she was flabbergasted, as it was the first time in her years

of experience that management didn't know what the Union intended to advise. Management felt a letter to Union membership was within KCLS' legal right to outline its position if the proposed contract were rejected, particularly as it related to the ratification incentive. She said the letter was carefully written to strike a healthy balance between information and potential next steps and was not intended to be threatening. Cynthia said KCLS agrees to move forward with PERC mediation for the Main Unit, but cautioned that PERC mediation is only an option if bargaining is exhausted, which is not the case for the other two bargaining units. Cynthia said she received calls indicating there were backroom conversations about her memo and behavior, so she offered staff the opportunity to have an open exchange with her out of concern for stopping a negative dynamic. She apologized if she engaged in any impropriety, but reiterated that her intention wasn't to threaten anyone. Cynthia said in past jobs, she has worked on the union side and respects the right of employees to bargain collectively. She assured the Board that Management will continue working with the Union until they get it right.

Renton Librarian Laurie Finlayson read a statement on behalf of Des Moines Library Page Janette Nuss:

I very much wanted to be here this evening so I could meet you in person. Unfortunately, this meeting is the exact date and time as the annual Page meeting at the Des Moines Library, which was scheduled over a month ago.

Your meeting is also important to me and so it is with gratitude that I am still able to share my message with you.

I am 54-years old and work at the Des Moines Library as a Page.

I love my job! As a Page, I work as quickly and efficiently as possible. Although there is no way to know who I may be helping, I know that my help reaches far beyond what we may even realize. While I am working, it excites me thinking about who I may be helping. I could be helping the guy who needs to build a deck by a certain time, but doesn't know how. Or, maybe I am getting just the right music for someone else's party to make it a perfect event. Another person may have just been given a diagnosis of an illness and needs answers; while a homeless person may come in feeling suicidal only to discover there really is hope for his life after all.

Because KCLS provides such a diverse collection of materials, the possibilities for hope and happiness for life are endless.

Because of being a Page, I am directly involved in helping as a team player, through orderly, quick and efficient placement of library materials while maintaining a pleasant environment within the library.

Someone recently told me that a library Page is thought of as a 16-year old at his or her first job. I am a little more than three "16-year olds" old. I have worked as an event manager, catering lead, food and beverage server. My experience in the work environment spans over 38 years. I've volunteered in multiple capacities throughout the years in the communities where I've lived.

The job of a Page is so much more than a 16-year old's stepping stone to a "better" job.

To me, being a Page provides a stepping stone for our communities to become a better world.

STAFF REPORTS

2016 Summer Reading Program

Children's Librarian Sara Jensen said 33,412 kids registered for summer reading and 17,870 received finisher medals, a 19 percent increase over the previous year. A total of 22,034 zoo entries were filled out and 6,254 Seattle Storm vouchers were redeemed, the highest number for a promotion recorded by the Storm. KCLS held 939 summer programs in the library with more than 33,500 in attendance. In addition, 8,999 summer meals were served and 1,865 books were given out. KCLS also offered summer

busing to 3,006 students who made 81 individual visits to 12 libraries. More than 1,000 books were given away to them on their last visit.

Teen Services Coordinator Jerene Battisti said 8,632 reading logs were turned in during the Teen Summer Reading Program, a 32 percent increase over 2015. A total of 7,437 attended 620 programs offered inside the library, and 12,455 attended 232 programs offered outside the library. During the program from June 1 through August 31, a total of 98,693 teen fiction items were checked out, the highest category of circulation.

Adult Services Coordinator Jeff Kempe said 1,681 people registered for the first year of the Adult Summer Reading program. Three Meet the Author events held in August drew 114 attendees, and KCLS hosted a Reading Party in the Park at locations in Maple Valley, Bellevue, Richmond Beach and Redmond. A total of 177 people brought blankets and lawn chairs and read their favorite books while relaxing music played in the background. Jeff shared a comment from a patron who used the \$200 Visa® gift card she won in a prize drawing to get a book tattooed on her leg.

2017 Preliminary Budget

As discussed in the Finance Committee meeting, Dwayne Wilson said assessed values are up 8.2 percent in 2016 but property tax law limits revenue growth to one percent over the prior year. Revenue from new construction is forecasted to be \$1.7M in 2017. Other revenue of \$3.9M includes fines, lost materials fees, excise and timber taxes, eRate reimbursements and \$1.2M in funding from the KCLS Foundation. Projected total revenue of \$118.4M represents a three percent increase over 2016.

A \$2.6M increase in salaries, substitute salaries and benefits includes a 2.75 percent general wage increase assumption subject to Board approval and takes into account automatic salary-step increases, as well as three new positions budgeted for 2017, including two in the Mobile Services department and one in the Strategy department. The substitute salaries budget is \$90K lower than the previous year to reflect actual expenditures below budget in 2016 and projected expenditures in 2017. It does not represent a reduction in substitute shifts. Of the \$20M budgeted for benefits expenditures in 2017, roughly half is for healthcare premiums. Increases in the cost of healthcare premiums are the primary driver for the increase in total benefit expenditures for 2017. KCLS negotiated revisions to health plan copays and deductibles to reduce the increase to 5.8 percent overall.

The Administrative Planning Team was tasked with reducing departmental operating expenditures by three percent. These reductions allow for targeted area investments in 2017, including safety and security improvements in libraries.

In 2017, KCLS will transfer \$2.1M from the general fund to the 302 and 307 Funds to cover construction, furnishings and materials costs for all remaining capital projects. The amount being transferred includes \$1.8M from the sales of the old Skyway and White Center Library buildings, where the sale proceeds went into the general fund.

The projected ending general fund balance for 2017 is \$51.3M. A multi-year projection out to 2023 shows KCLS' ending fund balance above the minimum threshold until approximately 2021. In order to maintain a minimum ending fund balance equal to two months of operating expenses, KCLS anticipates a need for another levy lid lift in 2020.

FINANCE REPORT

General fund expenditures in September were \$8.4M. Year-to-date expenditures of \$80.3M represents 70.1% of the budget compared to 75% of the year completed.

General fund revenues in September of \$2.9M include \$2.6M in current property-tax payments. Significant revenue is expected when the next semi-annual payments are due on October 31.

Expenditures in the 307 Fund of \$432K include payments for Mercer Island construction and wayfinding signage (\$337K); Skyway environmental analysis fees (\$17K); outsourced project management fees (\$37K) and Tukwila artwork (\$22K).

Expenditures in the 302 Fund of \$922K include Tukwila construction progress payments and architect fees (\$513K); and construction change orders for the Renton and Renton Highlands Libraries (\$254K and \$156K, respectively.)

PAYMENT OF BILLS

Robin McClelland moved approval of Payroll expenditures for September in the amount of \$2,835,103.53: Sep 1-15 Ck#162207-162277; 405813-407059 and Sep 16-30 Ck#162278-162339; 407060-408318. **Angélica Alvarez seconded and the motion passed unanimously.**

Angélica Alvarez moved approval of General Fund #0010 expenditures for September in the amount of \$5,689,792.63: Travel Advances - Ck#1227; (09/07) Ck#5007124-5007133;1088798-1088833; (09/07) Ck#1088834-1088909; (09/08) Ck#1088910-1088957; (09/12) Ck#1088958-1088994;5007134-5007139; (09/13) Ck#1088995-1089028; (09/14) Ck#5007140;1089029-1089095; (09/15) Ck#1089096-1089126;1089127-1089185; (09/16) Ck#1089186-1089193;5007141-5007144;5007145; (09/19) Ck#1089194-1089222;5007146-5007152; (09/22) Ck#1089223-1089259; (09/26) Ck#5007153-5007174;1089260-1089292; (09/27) Ck#1089293-1089368; (09/28) Ck#1089369-1089398;1089399-1089496; (09/29) Ck#1089497-1089522;1089523-1089552; (09/30) Ck#1089553-1089560;1089561-1089573; (09/30) Ck#1089574-1089591; (10/03) Ck#5007175-5007191;1089592-1089616; (10/04) Ck#5007192-5007196;1089617-1089621; (10/04) Ck#1089622-1089697; (10/05) Ck#1089698-1089773;1089774; (10/05) Ck#5007197; Voids - Ck#1089193;1089126.

Lalita Uppala seconded and the motion passed unanimously.

Lalita Uppala moved approval of Construction Bond Fund 1988 #3020 expenditures for September in the amount of \$922,145.28: (09/15) Ck#3020951-3020953; (09/28) Ck#3020954-3020957; (10/05) Ck#3020958-3020961. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of Capital Project Fund 2005 #3070 expenditures for September in the amount of \$420,849.98: (09/14) Ck#3073558; (09/15) Ck#3073559; (09/28) Ck#3073560-3073572; (10/05) Ck#3073573-3073577. **Angélica Alvarez seconded and the motion passed unanimously.**

Angélica Alvarez moved approval of Gift Fund #6010 expenditures for September in the amount of \$1,540.41: (09/14) Ck#6010690; (09/28) Ck#6010691; (10/04) Ck#6010692. **Lalita Uppala seconded and the motion passed unanimously.**

DIRECTOR'S REPORT

Gary thanked Robin McClelland for representing the Board of Trustees at the Urban Libraries Council Forum earlier in the month. KCLS received a Top Innovator Award in the category of Civic and Community Engagement for its Older Adult programming. Older Adult Services Specialist Wendy Pender was on hand to accept the award at a dinner honoring all the winners.

On Saturday, October 29, KCLS will honor and celebrate its Friends groups for all they do to support libraries and library programs. The day includes a variety of fun workshops and special recognition awards.

Based on feedback from last year, a meeting with Trustees from other library systems was not held this fall. Library directors are working with their respective Boards to determine if there are topics of mutual interest and a structure that builds in more time for shared conversation.

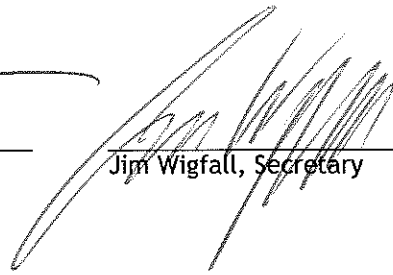
The next Planning Committee meeting is scheduled for Thursday, November 17 at the Renton Highlands Library. Staff will discuss the pilot year of IdeaX, KCLS' mobile lab offering Maker and STEM programs, along with plans to expand IdeaX and STEM programming to community libraries.

ADJOURNMENT

The meeting was adjourned at 6:25pm.



Robert Spitzer, President



Jim Wigfall, Secretary