



# Board of Trustees Meeting

# Agenda

Auburn Library  
Wednesday, June 24, 2026  
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 - May 27, 2026
- D. Public Forum

*In the interest of time and to allow as many members of the public the opportunity to speak, comments are limited to three (3) minutes if speaking on one's behalf or five (5) minutes if speaking on behalf of a group or organization.*

*Commenters should refrain from using the public comment period to engage in speech or conduct that disrupts, disturbs or otherwise impedes the orderly conduct of a meeting, including derogatory remarks, profanity, or personal attacks.*

- E. Finance and Facilities Reports
  - 1. Monthly Finance Report: Donna Zirkle
- F. Action Items
  - 2. Approval of Monthly Expenditures
- G. Staff Reports
  - 3. Rainier Region Report: David Wright
  - 4. Government Relations Update: John Sheller
- H. Board Committee Reports
- I. Trustees' Reports



# Board of Trustees Meeting

# Agenda

Auburn Library  
Wednesday, June 24, 2026  
5:00 PM

J. Adjournment



# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | May 27, 2026, 5pm

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## Present

### **KCLS Board**

Crystal Goodwin  
Jeffery Guddat  
Srinu Raghavan  
Laura Valenziano

### **KCLS Staff**

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

*\*attended remotely*

## Motions Approved

1. Board Meeting agenda
2. April 29, 2026 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

## Call to Order

President Laura Valenziano called the meeting to order at 5:05pm. President Valenziano, Jeff Guddat, Srinu Raghavan, and Crystal Goodwin were in attendance in person. There was quorum.

## Approval of Agenda

**Jeff Guddat moved approval of the Board Meeting agenda. Crystal Goodwin seconded, and the motion passed unanimously.**

## Approval of Board Minutes

**Srinu Raghavan moved approval of the April 29, 2026 Board Meeting minutes. Jeff Guddat seconded the motion. All voted in favor and the motion passed unanimously.**

## Public Comment

There was no public comment.

## Finance and Facilities Report

Finance and Facilities Director Donna Zirkle presented the Finance report as of the end of April 2026. Year-to-date (YTD) revenues were \$64.7M, against the yearly revenue budget of \$155M, which is 42%. YTD expenses were \$52.8M, which is 32% of the total expense budget of \$165.4M. CIP expenses YTD at the end of April were \$2.6M accounting for 18% of the total budget of \$14.5M.

Donna reported that the new central sorter is nearing completion.

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# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | May 27, 2026, 5pm

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## Approval of Monthly Expenditures

**Jeff Guddat moved approval of Payroll expenditures for April in the amount of \$3,665,275.65:**

(4/10) Ck#00202750-00202764; 243352905-243354072; (4/24) Ck#00202765-00202781; 251190682-251191846. **Crystal Goodwin seconded, and the motion passed unanimously.**

**Srini Raghavan moved approval of General Fund #0010 expenditures for April in the amount of**

**\$8,243,651.40:** Travel Advances – 1570-1577; (4/07) Ck#1165766; (4/09) Ck#5016211-5016253; 1165767-1165848; (4/16) Ck#1165849-1165985; 5016254; (4/23) Ck#5016255-5016257; 1165986-1166085; (4/30) Ck#5016258-5016260; 1166086-1166202; (5/05) Ck#5016261-5016288; 1166203-1166250. Voids – 0.

**Crystal Goodwin seconded, and the motion passed unanimously.**

## Staff and Director's Reports

### Summer Reading Preview

Director of Communications and Marketing Chase Gallagher and Associate Director of Customer Learning and Engagement Reka Reynolds co-presented a preview of the 2025 Summer Reading Program, "Curious Creatures," funded by the KCLS Foundation. The program runs June 6 through August 31 and includes three tracks for different age groups: Early Learners (babies through age 5), Kids (ages 6 through 12), and Teens (ages 13 and older). This year's artwork was created by Stacy Nguyen, one of the artists behind one of KCLS' most popular library cards, featuring pets enjoying reading and the outdoors. The program introduces a revamped Teen track built around a stamp rally format celebrating reading, art, and other library activities. All participants receive a book to keep at sign-up, along with incentives such as drawstring backpacks, patches, totes, and enamel pins, with additional prizes available upon goal completion.

Launch parties are scheduled at libraries across the county throughout June, and in partnership with the Seattle Storm, ticket voucher giveaways will be offered at launch and in-person events. Last year, readers redeemed more than 7,000 free Storm tickets. Summer programming will also include partnerships with the Humane Society, the Nordic Museum, and the Pacific Science Center. The program will again serve students at the Clark Children and Families Justice Center. Book Bingo returns for adult readers, offered in partnership with Seattle Public Library and Seattle Arts and Lectures, with 24 categories available on cards at any branch or at [kcls.org/bookbingo](https://kcls.org/bookbingo).

KCLS has set a goal of 30,000 participants this year, representing a 20% increase over last year. Staff noted that the shift to a sign-up incentive model in prior years contributed to participant growth, and they expressed optimism about continued momentum. The Summer Reading Program was described as a core

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# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | May 27, 2026, 5pm

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expression of KCLS's mission to ensure every child in King County has access to reading, regardless of zip code or family income.

## Board Committee Reports

There were no Board committee reports.

## Trustees Reports

Laura reminded everyone that the June meeting will be at the Auburn Library, and announced that the two incoming trustees were in the audience and would be joining the Board in June.

## Adjournment

Laura Valenziano adjourned the meeting at 5:27pm.

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Jeff Guddat, Secretary

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# FINANCE REPORT

## King County Library System

June 24, 2026

### 1. GENERAL FUND COMMENTARY

Expenditures in May 2026 were \$13.1M compared to the monthly budget average of \$13.8M and represented 7.9% of the annual budget. Last year, May expenditures were \$12.3M, or 7.4% of the 2025 budget. The year-over-year change in total expenditures is 6.6%.

### 2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

#### ***Supplies***

May expenditures of \$227K consisted primarily of \$60K for Operating Supplies, \$53K for Supplies – Building Maint., and \$48K for Supplies – Gas and Oil.

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

May expenditures of \$73K consisted of Training and Individual Development.

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

May expenditures of \$283K included \$76K for Programs, \$61K for Operations, \$59K for Catalogue & Processing, and \$43K for Administration.

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

May expenditures of \$134K included \$109K for Telephone – Data and Voice and \$17K for Advertising.

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

May expenditures of \$312K primarily consisted of \$258K for Operating Lease, and \$55K for Operating Leases – Copiers.

#### ***Utilities***

May expenditures of \$132K included electricity, water, and waste management services.

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

May expenditures of \$1.8M primarily included \$500K for Repairs & Maintenance, \$365K for R/M – Custodian & Day Porter, \$345K for R/M HVAC Preventive Maint., \$339K for Repairs and Maintenance Allowances, and \$12K for Roof Cleaning-Exterior Maintenance.

#### ***Reserves***

There were no reserve expenditures in May.

#### ***Miscellaneous***

May expenditures of \$76K consisted primarily of \$71K for Ad Valorem.

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

May expenditures of \$1.2M included \$666K for Downloadable Material-Licensed & Purchased, \$429K for Books, \$90K for Non-book Media and Periodicals, and \$18K for Electronic Databases.

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

### *Facilities-CIP*

May expenditures were \$121K primarily included \$104K for Interior and \$17k for Roof Replacement.

### *ITS-CIP*

May expenditures of \$65K consisted primarily of \$41K for OC Replacement and \$24K for Security Camera.

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

May revenues were \$13.2M, which is primarily Property Tax and Investment Interest revenue. May YTD revenues reflect 50.2% of the total budgeted amount. The year-over-year change in total revenue is -1.6%.

## **4. CASH POSITION OVERVIEW**

The cash balance in the General Fund (#001) as of May 31, 2026, was \$157,377,185.

## **5. INVESTMENT RETURN**

The County Investment Pool's gross rate of return for May 2026 was 4.18% This was 0.58 percentage points higher than the 90-day T-Bill average rate of 3.60%

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

# MAY 2026

Fund	Vendor	Amount	Description
<b>Personnel</b>			
001	Premera Blue Cross Total	\$ 920,873	Medical premiums
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 908,320	PERS
001	Empowerment Retirement-EFT Total	\$ 367,182	457 retirement plan
001	Kaiser Foundation Health Plan Total	\$ 151,383	Medical premiums
001	ConnectYourCare, LLC Total	\$ 96,276	Health care flexible spending account plans
001	WSCCCE, AFSCME, AFL-CIO Total	\$ 80,922	Union dues
001	Delta Dental of WA - Washington Dental Total	\$ 66,821	Dental premiums
001	Standard Insurance Company Total	\$ 41,445	Life and AD&D insurance premiums
001	DayForce US, Inc. Total	\$ 32,872	Payroll HCM billing
<b>Buildings</b>			
001	MacDonald-Miller Facility Solutions Total	\$ 388,081	HVAC maintenance/repairs/upgrades
001	CCS Washington Janitorial Inc. Total	\$ 370,063	Monthly janitorial/day porter/hazmat
001	KCLS & City of Burien Condominium Assoc. Total	\$ 156,703	January to June 2026 semi-annual assessment
001	Reef Preston LLC/Integrated Real Est Svc Total	\$ 65,426	Building lease
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 59,380	Building lease
001	Baena Juan Jose Quiroga Total	\$ 55,184	Remodel/repairs - Service center, various branches
001	Southcenter Owner LLC (LEASE) Total	\$ 53,838	Building lease
001	N2 Squared LLC Total	\$ 44,636	Repairs/maintenance - various branches
001	Day & Nite Plumbing & Heating Inc. Total	\$ 36,572	Plumbing repairs - various branches
001	Northwest Landscape Services Total	\$ 35,936	Landscape maintenance/repairs
001	ESSEX Commercial Maintenance LLC	\$ 33,813	Remodel/repairs - Service center
001	E & L Flooring Services LLC Total	\$ 33,701	Flooring/upholstery repair/maintenance - various branches
001	Prime Electric Inc. Total	\$ 29,374	Electrical installation/repairs/services
001	Supply Source Inc - SAMS Total	\$ 29,374	Janitorial supplies
001	Fujitec America Inc. Total	\$ 29,281	Elevator maintenance - various branches
001	T&B Products dba C4 Products LLC Total	\$ 24,864	Automatic door parts/maintenance/replacement - various branches
<b>Collections</b>			
001	OverDrive, Inc. Total	\$ 616,389	Downloadable books, audio, video, and music
001	Ingram Library Services Total	\$ 360,973	Print materials including Choice Reads and physical processing
001	Midwest Tape Total	\$ 114,011	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	Mackin Educational Resources Total	\$ 46,651	Children's books, pre-binding children's books and physical processing
001	EBSCO Total	\$ 41,737	Primary periodicals vendor and database subscriptions such as Consumer Reports, Novelist and LibraryAware book newsletters
<b>Other</b>			
001	Alliant Insurance Services Inc. Total	\$ 723,257	Annual insurance renewals and broker fees
001	EnvisionWare Inc. Total	\$ 300,028	Equipment/licenses/support/for self-service kiosks and change machines
001	Johnston Architects LLC Total	\$ 103,676	Professional services - Kent remodel
001	King County Finance (TELECOMM/I-NET) Total	\$ 78,189	I-Net billing KC wide area network
001	Lyngsoe Systems Inc. Total	\$ 74,273	Automated materials handling system service, parts & maintenance
001	Pacific Communications Cabling Total	\$ 67,686	SALTO security upgrade - various branches
001	Homeland Patrol Division Security LLC Total	\$ 62,043	Security service - various branches
001	Ricoh USA Inc. Total	\$ 48,685	Copier leases
001	CDW Government, Inc. Total	\$ 47,113	Computer equip/parts/software
001	OpenGov, Inc. Total	\$ 45,971	Budgeting/planning software subscription
001	Amazon.com Total	\$ 45,784	Operating supplies
001	ORCA Furniture Services LLC. Total	\$ 41,508	Furnishings - various branches
001	Peer Washington Total	\$ 36,768	Professional services for Peers in Libraries grant
001	U.S. Bank VISA Total	\$ 29,866	VISA charges (supplies/training/advertising/subscriptions)
001	COPACINO + FUJIKADO LLC Total	\$ 27,671	Professional services - marketing
001	Waste Management - RST Disposal Total	\$ 26,479	Trash service - various branches
001	Oracle America Inc. Total	\$ 25,620	JDE software license/support/maintenance
001	WEX Bank-WEX Fleet Universal, Veh gas Total	\$ 23,498	WEX fleet - fuels/supplies
001	Republic Services Total	\$ 21,779	Trash service - various branches
001	Image Source Inc. Total	\$ 20,648	Supplies - Summer Reading grant

001	General Fund
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# GENERAL FUND REVENUES

May

	2026				2025			
Revenues Received:	Budget 2026	May Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2025	YTD Received	% Growth Over 2025 YTD
Property Tax, Current Year	\$ 144,102,474	\$ 12,341,161	\$ 73,996,606	51.3%	51.6%	\$ 138,919,195	\$ 72,707,061	1.8%
Property Tax, Prior Years	1,637,323	141,638	974,621	59.5%	55.3%	1,348,472	928,233	5.0%
Other Taxes	364,000	89,279	177,238	48.7%	63.5%	468,358	230,901	(23.2%)
Timber & State Shared Revenues	109,000	2,660	8,494	7.8%	9.6%	34,460	9,265	(8.3%)
Contracts	655,000	-	-	0.0%	0.9%	836,394	5,000	(100.0%)
Printing/Photocopies	281,757	28,281	141,600	50.3%	46.6%	411,569	176,877	(19.9%)
Damaged Materials/ Fines & Fees	38,009	3,030	14,618	38.5%	37.9%	38,570	14,298	2.2%
Lost Materials	60,000	3,630	23,739	39.6%	39.3%	52,647	22,575	5.2%
Investment Interest	4,500,000	416,262	1,767,240	39.3%	51.3%	6,145,959	1,848,394	(4.4%)
Grants	-	-	-	N/A	N/A	-	-	N/A
KCLS Foundation	1,999,857	132,075	612,617	30.6%	45.2%	1,716,860	741,537	(17.4%)
E-Rate	1,000,000	-	-	0.0%	0.0%	1,121,249	-	N/A
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	975,360	-	N/A
Miscellaneous Revenues/Other Financing Sources	262,007	14,875	155,314	59.3%	929.2%	2,841,710	2,434,617	(93.6%)
<b>TOTALS</b>	<b>\$155,009,427</b>	<b>\$13,172,891</b>	<b>\$77,872,086</b>	<b>50.2%</b>	<b>52.5%</b>	<b>\$154,910,803</b>	<b>\$79,118,758</b>	<b>(1.6%)</b>

Credit Card Payments	May Received	% of Month's Payments	YTD Received	% of YTD Payments	% of YTD Payments	Unaudited 2025	YTD Received	% Growth Over 2025 YTD
Damaged Materials/ Fines & Fees	908	30.0%	4,321	29.6%	26.7%	9,297	3,821	13.1%
Lost Materials	1,399	38.5%	9,918	41.8%	38.0%	19,009	8,583	15.6%
<b>TOTALS</b>	<b>\$2,307</b>	<b>34.6%</b>	<b>\$14,239</b>	<b>37.1%</b>	<b>33.6%</b>	<b>\$28,306</b>	<b>\$12,404</b>	<b>14.8%</b>

# GENERAL FUND EXPENDITURES

May

2026

2025

DESCRIPTION	BUDGET 2026	May EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2025 EXPENDED	YTD EXPENDED	% Growth Over 2025 YTD
Salaries	74,386,277	6,148,373	29,948,504	40.3%	38.9%	68,866,215	27,944,755	7.2%
Benefits	24,083,543	1,984,079	10,016,616	41.6%	36.6%	22,881,610	10,167,878	(1.5%)
<b>SUB-TOTALS</b>	<b>\$ 98,469,820</b>	<b>\$ 8,132,452</b>	<b>\$ 39,965,120</b>	<b>40.6%</b>	<b>38.3%</b>	<b>\$ 91,747,825</b>	<b>\$ 38,112,633</b>	<b>4.9%</b>
Supplies	2,851,179	227,312	997,773	35.0%	40.9%	2,615,913	1,177,969	(15.3%)
Staff Development	1,034,000	72,690	276,752	26.8%	22.3%	1,049,182	291,861	(5.2%)
Prof. Services	5,588,452	282,854	2,083,902	37.3%	36.9%	5,316,265	2,009,810	3.7%
Communications	1,369,210	117,435	482,207	35.2%	37.9%	1,390,950	571,340	(15.6%)
Travel	141,400	3,500	28,194	19.9%	26.8%	123,279	40,963	(31.2%)
Advertising	797,425	17,205	275,210	34.5%	46.1%	638,702	302,933	(9.2%)
Operating Leases	3,561,233	312,165	1,746,653	49.0%	45.6%	3,291,688	1,552,336	12.5%
Insurance	1,249,442	512,131	924,196	74.0%	93.3%	1,121,174	1,120,126	(17.5%)
Utilities	2,602,584	131,643	855,969	32.9%	43.4%	2,824,075	1,098,481	(22.1%)
Repairs & Maintenance	15,467,026	1,831,445	8,557,275	55.3%	46.4%	16,738,146	7,285,566	17.5%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	567,510	76,435	284,823	50.2%	58.0%	1,893,011	239,658	18.8%
Intergovernmental	127,100	2,968	38,276	30.1%	26.1%	143,241	43,978	(13.0%)
Library Material	15,908,230	1,202,983	6,588,312	41.4%	41.4%	15,840,036	6,581,429	0.1%
<b>SUB-TOTALS</b>	<b>\$ 52,464,791</b>	<b>\$ 4,790,764</b>	<b>\$ 23,139,541</b>	<b>44.1%</b>	<b>42.5%</b>	<b>\$ 52,985,660</b>	<b>\$ 22,316,451</b>	<b>3.7%</b>
Facilities - CIP	10,450,000	121,083	2,255,781	21.6%	10.9%	4,514,615	864,754	160.9%
ITS - CIP	4,029,500	64,923	545,982	13.5%	11.9%	3,815,265	\$ 546,771	(0.1%)
<b>SUB-TOTALS</b>	<b>\$ 14,479,500</b>	<b>\$ 186,006</b>	<b>\$ 2,801,764</b>	<b>19.3%</b>	<b>11.3%</b>	<b>\$ 8,329,880</b>	<b>\$ 1,411,525</b>	<b>98.5%</b>
<b>TOTALS</b>	<b>\$ 165,414,111</b>	<b>\$ 13,109,221</b>	<b>\$ 65,906,424</b>	<b>39.8%</b>	<b>37.6%</b>	<b>\$ 153,063,365</b>	<b>\$ 61,840,609</b>	<b>6.6%</b>