



Board of Trustees Meeting

Agenda

KCLS Service Center / Hybrid
Wednesday, January 28, 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)

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 - December 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. Finance Report: Donna Zirkle
 - 2. Resolution 2026-01 Surplus Art
 - 3. Resolution 2026-02 Uncollectible Accounts Receivable
 - 4. Resolution 2026-03 Establish Capital Project Fund
- F. Action Items
 - 5. Approval of Monthly Expenditures
 - 6. Approval of Proposed Resolutions
 - a. Resolution 2026-01 Surplus Art



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- b. Resolution 2026-02 Uncollectible Accounts Receivable
 - c. Resolution 2026-03 Establish Capital Project Fund
- G. Staff and Director's Reports
 - 7. Communications Update: Chase Gallagher
 - 8. Director's Report: Heidi Daniel
- H. Board Committee Reports
- I. Trustees' Reports
- J. Executive Session - RCW 42.30.110, Section 1(g) - Review of a Public Employee
- K. Adjournment



King County Library System

Board of Trustees Meeting Minutes

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

Present

KCLS Board

Crystal Goodwin
Jeffery Guddat
Harish Kulkarni
Srinu Raghavan
Verna Seal*
Laura Valenziano

KCLS Staff

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. November 19, 2025 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures
5. Resolution 2025-06 Adoption of 2026 Budget

Call to Order

President Laura Valenziano called the meeting to order at 5:03pm. Jeff Guddat, Srinu Raghavan, Harish Kulkarni and Crystal Goodwin attended in person; Verna Seal attended online. There was a quorum.

Approval of Agenda

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

Approval of Board Minutes

Srinu Raghavan moved approval of the November 19, 2025 Board Meeting minutes. Harish Kulkarni seconded the motion. All voted in favor and the motion passed unanimously.

Public Comment

There was no public comment.

Human Resources Report

General Wage Increase

Human Resources Director Danielle Perry presented a recommendation for a 3% general wage increase for non-represented staff, effective Jan. 1, 2026, to align with the increase being provided to represented staff. The recommendation is based on labor market comparisons, inflation and consumer prices, minimum wage rates, collective bargaining commitments, and the overall fiscal environment. Danielle clarified that the increase is a general wage adjustment and not a cost-of-living increase.



King County Library System

Board of Trustees Meeting Minutes

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

Action Item

Crystal Goodwin moved approval of the General Wage Increase of 3% for all non-represented KCLS employees as presented by Danielle Perry. Jeff Guddat seconded the motion. All voted in favor and the motion passed unanimously.

Finance and Facilities Report

Finance and Facilities Director Donna Zirkle presented the monthly Finance report as of the end of November 2025. Year-to-date (YTD) revenues were \$149.9M, against the yearly revenue budget of \$150.6M which was approximately 99%. YTD expenses were \$136.3M, which is 83% of the total expense budget of \$164.6M. CIP expenses YTD at the end of November were \$7.4M accounting for 59% of the total budget of \$12.5M.

Donna Zirkle introduced Resolution 2025-06, Adoption of the 2026 Budget. The final budget includes key investments in staff, library materials and services, and building maintenance, and requires the use of \$10.4 million in reserves. She reviewed minor changes from the preliminary budget presented in October, including a \$52,000 decrease in projected revenue and an \$811,000 decrease in projected expenses.

Donna provided a high-level overview of budgeted revenue and expenses. Projected revenue totals \$155 million, consisting of 94% property tax revenue and 6% from other sources, including grants, investment interest, and E-rate subsidies. Projected expenses total \$165.4 million, allocated as follows: 60% public services, 31% administrative services, and 9% capital investment plan.

Major projects planned for 2026 include completion of the central sorter replacement project, two automated materials handling system upgrades, two roof replacements, one HVAC replacement, and interior facility refreshes.

Approval of Monthly Expenditures

Crystal Goodwin moved approval of Payroll expenditures for November in the amount of \$3,571,755.63: (11/07) Ck#00202582-00202597; 152574187-152575333; (11/20) Ck#00202598-00202612; 164026187-164027310. **Verna Seal seconded, and the motion passed unanimously.**

Srini Raghavan moved approval of General Fund #0010 expenditures for November in the amount of \$6,861,373.63: Travel Advances – 0; (11/13) Ck#5015877-5015930; 1163077-1163209; (11/20) Ck#1163210-1163339; 5015931-5015934; (11/24) Ck#1163340-1163341; (11/26) Ck#5015935; 1163342-



King County Library System

Board of Trustees Meeting Minutes

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

1163436; (12/04) Ck#1163437-1163559; 5015936-5015942. Voids - 0. **Harish Kulkarni seconded, and the motion passed unanimously.**

Jeff Guddat moved approval of Resolution 2025-06 Adoption of the 2026 Budget. Crystal Goodwin seconded. All voted in favor and the motion passed unanimously.

Election of 2025 Board Officers and Committee Members

The trustees unanimously agreed that Laura Valenziano will serve as Board president and Jeff Guddat will serve as Board secretary in 2026, extending the officers' terms to two years, rather than the previous one-year practice.

The trustees agreed that the Board committees will be as follows:

- **Finance:** Crystal Goodwin, Laura Valenziano, Jeff Guddat
- **Board Development:** Srinu Raghavan, Harish Kulkarni, Laura Valenziano
- **eBook ad-hoc:** Verna Seal, Harish Kulkarni, Laura Valenziano
- **KCLS Foundation Liaison:** Harish Kulkarni

The trustees also approved the 2026 Board meeting schedule as presented in their Board packet.

Staff and Director's Reports

Director's Report

Executive Director Heidi Daniel referred trustees to her written report, noting that it was extensive for December. She announced that Library Outreach, Programs and Services Director Angie Benedetti will transition to the Collection Management Services Department as its director.

Heidi reported on a meeting with Renton Mayor Armondo Pavone and other city staff regarding the city's work with its unhoused population and to reaffirm the Library System's partnership in shared community spaces.

Heidi thanked trustees Laura Valenziano and Crystal Goodwin for attending the KCLS Annual Service Awards earlier in December. She also reported that KCLS staff met with Microsoft Elevate to explore a potential partnership, and that KCLS announced its annual Best Books list, a compilation of staff favorites from 2025.

Heidi reported that the KCLS Foundation launched the Love Letters campaign and exceeded its Giving Tuesday goal, raising \$56,000 against a \$50,000 target.



King County Library System

Board of Trustees Meeting Minutes

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

She noted that KCLS surpassed 11 million digital circulations on OverDrive, exceeding last year's total, and reached 15,000 Instagram followers, representing a 50% increase since January 2025.

Heidi concluded her report by reviewing dashboard metrics, noting that the net promoter score remains strong at 88 and that other metrics are at or above last year's levels.

Board Committee Reports

Jeff Guddat, on behalf of the Finance Committee, thanked staff for the thoughtful and detailed information presented during the meeting.

Trustees Reports

Laura Valenziano shared that her daughter independently created a Love Letters to Libraries collection box at her school and received 30 letters from staff, parents, and students within four days, and distributed an additional 50 blank cards. Valenziano praised the campaign and thinks it will encourage positive reflection on and appreciation for libraries.

Adjournment

Laura Valenziano adjourned the meeting at 6:09pm.

Laura Valenziano, President

Jeff Guddat, Secretary

KING COUNTY RURAL LIBRARY DISTRICT BOARD OF TRUSTEES

RESOLUTION 2026-01

January 28, 2026

A resolution of the Board of Trustees of the King County Rural Library District, doing business as the King County Library System, declaring certain property as surplus to the current and anticipated needs of the District and authorizing the sale or disposal of such property in accordance with the District's Purchasing Policies.

WHEREAS: The King County Rural Library District (hereafter referred to as "King County Library System") owns artwork that is no longer needed by the Library District (Attachment A),

THEREFORE: Be it resolved that the King County Library System Board of Trustees declare these items surplus, and

FURTHER: Be it resolved that the manner for disposal of the items shall be established at the Executive Director's discretion (or the Director of Finance and Facilities as the delegate to the Executive Director) and that any proceeds resulting from such disposal be returned to the General Fund of the Library District.

ADOPTED: by the Board of Trustees of the King County Rural Library District at an open, public, regular meeting thereof, held this 28th day of January 2026, with a quorum present and a majority voting in favor.

Attest,

Laura Valenziano

KCLS Board of Directors
President

2026 Artwork Surplus
List
Attachment A

Accession #	Title	Artist	Insurance Estimate (Replacement Value)	Reason for Deaccession/ Surplus
KCLS0140	"Wisdom and The Book of Knowledge"	Sepp Mayrhuber	\$15,000	Damaged
KCLS0030.01	"Neon Sculpture" Piece 1 of 3	Robert Sullivan	\$20,000	Accessibility/Not working
KCLS0030.02	"Neon Sculpture" Piece 2 of 3	Robert Sullivan	\$9,000	Accessibility/Not working
KCLS0030.03	"Neon Sculpture" Piece 3 of 3	Robert Sullivan	\$12,000	Accessibility/Not working
KCLS0236	"Liquid Letters"	Trimpin	\$65,000	Damaged/Water Issue
KCLS0135.01	Miro (Enamel on metal)	Garth Edwards	\$6,000	Subject Matter
KCLS0135.02	Golda Meir (Enamel on metal)		\$6,000	
KCLS0135.03	Whitman (Enamel on metal)		\$6,000	
KCLS0135.04	Ellington (Enamel on metal)		\$6,000	
KCLS0135.05	Gandhi (Enamel on metal)		\$6,000	
KCLS0135.06	Frida Kahlo (Enamel on metal)		\$6,000	
KCLS0135.07	Sappho (Enamel on metal)		\$6,000	
KCLS0135.08	Le Corbusier (Enamel on metal)		\$6,000	
KCLS0135.09	J.D. Salinger (Enamel on metal)		\$6,000	
KCLS0135.10	Marie Curie (Enamel on metal)		\$6,000	
KCLS0135.11	Sarah Winnemucca (Enamel on metal)		\$6,000	
KCLS0135.12	Stravinsky (Enamel on metal)		\$6,000	

Donna Zirkle

01/15/2026

Dominica Myers

01/20/2026

Signature Date

Donna Zirkle
Director of Finance and
Facilities

Signature Date

Dominica Myers
Director of ESI
Co-Chair Art Committee

Angelina Benedetti

01/17/2026

Signature Date

Angelina Benedetti
Director of CMS
Co-Chair Art Committee

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

RESOLUTION 2026-02

WRITE OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE

JANUARY 28, 2026

WHEREAS, the King County Rural Library District (District) has various non-tax accounts receivable resulting from employee reimbursements and contractual agreements; and

WHEREAS, some of these receivables become uncollectible after a period of time or an event; and

WHEREAS, after diligent attempts have been made and increased aging of delinquent accounts indicate a high likelihood that accounts will not be collected; and

WHEREAS, the cost of further collection efforts for individual accounts is not economically advantageous to the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the King County Rural Library District, doing business as the King County Library System, that:

1. The Board hereby finds the following outstanding accounts receivable (Attachment A) be declared uncollectible:

General Fund
2018 \$38,414.05

2. The Board hereby authorizes and directs the Director of Finance & Facilities of the District to execute the adjustment to the accounting records for fiscal year 2025 of the District to reflect the fact that the account is uncollectible in the normal course of operations.
3. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Board of Trustees of the King County Rural Library District, doing business as the King County Library System, at an open, public meeting thereof, notice of which was given to the extent required by law, held this 28th day of January 2026.

Crystal Goodwin

Laura Valenziano

Jeffrey Guddat

Harish Kulkarni

Verna Seal

Srini Raghavan

"Attachment A"

Doc Number	Doc Type	Invoice Date	Gross Amount	Open Amount
11318	Invoice	12/10/2018	69.63	69.63
11328	Invoice	12/10/2018	983.04	983.04
11362	Invoice	12/11/2018	111.65	111.65
11397	Invoice	12/11/2018	1,410.58	1,410.58
11406	Invoice	12/11/2018	385.05	385.05
11946	Invoice	12/31/2018	1,154.30	1,154.30
11421	Invoice	12/11/2018	1,101.00	1,101.00
11443	Invoice	12/11/2018	845.01	845.01
11503	Invoice	12/11/2018	1,052.00	1,052.00
11951	Invoice	12/31/2018	586.01	586.01
11528	Invoice	12/11/2018	320.81	320.81
11791	Invoice	12/12/2018	1,057.32	1,057.32
11949	Invoice	12/31/2018	1,368.25	1,368.25
11667	Invoice	12/12/2018	1,490.47	1,490.47
11947	Invoice	12/31/2018	1,257.00	1,257.00
11706	Invoice	12/12/2018	988.50	738.50
11716	Invoice	12/12/2018	936.44	936.44
11717	Invoice	12/12/2018	1,136.76	1,136.76
11733	Invoice	12/12/2018	1,135.07	1,135.07
11739	Invoice	12/12/2018	620.10	620.10
11748	Invoice	12/12/2018	1,825.35	1,825.35
11756	Invoice	12/12/2018	504.15	504.15
11759	Invoice	12/12/2018	1,245.21	1,245.21
11762	Invoice	12/12/2018	1,054.17	1,054.17
11948	Invoice	12/31/2018	1,361.23	1,361.23
11779	Invoice	12/12/2018	1,010.50	1,010.50
11950	Invoice	12/31/2018	1,228.35	1,228.35
11811	Invoice	12/12/2018	416.06	416.06
11818	Invoice	12/12/2018	749.77	749.77
11831	Invoice	12/12/2018	8,045.60	8,045.60
11832	Invoice	12/12/2018	1,706.34	1,706.34
11838	Invoice	12/12/2018	450.64	450.64
11851	Invoice	12/12/2018	609.57	609.57
11860	Invoice	12/12/2018	448.12	448.12
Totals			38,664.05	38,414.05

KING COUNTY RURAL LIBRARY DISTRICT BOARD OF TRUSTEES

RESOLUTION 2026-03

CREATION OF KING COUNTY LIBRARY SYSTEM CAPITAL PROJECT FUND

JANUARY 28, 2026

WHEREAS, the King County Rural Library District's (KCLS) Capital Investment Plan (CIP) is the long-range plan for major commitments for acquiring new physical assets, replacing major systems, and remodeling or reinventing current locations to protect and maintain the longevity of major assets to support the ongoing goals of KCLS; and

WHEREAS, the King County Rural Library District has historically budgeted for major capital project commitments identified in its Capital Investment Plan (CIP) in the General Fund; and

WHEREAS, the King County Rural Library District has need of creating a new capital project fund to separately account for the assets and liabilities associated with the projects to be funded by various proceeds; and

WHEREAS, it is deemed necessary to keep the above Capital Project fund separate from the rest of the District's General Fund;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the King County Rural Library District, doing business as the King County Library System, that:

1. The King County Office of Finance be requested to establish a separate fund to be called "King County Library System Capital Project Fund".
2. Revenues, expenditures, and fund transfers in this Fund will be so identified by KCLS.
3. Interest earnings from investment of cash will be retained in the Capital Project Fund.
4. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Board of Trustees of the King County Rural Library District, doing business as the King County Library System, at an open, public meeting thereof, notice of which was given to the extent required by law, held this 28th day of January 2026.

Crystal Goodwin

Laura Valenziano

Jeffery Guddat

Harish Kulkarni

Verna Seal

Srini Raghavan



2025 Summary Statistics

Year	Physical Circ	Digital Circulation	Total
2024	11.52M	10.92M	22.44M
2025	11.19M	12.08M	23.27M

Year	Foot Traffic	Hours Open	Traffic per Hour
2024	5.39M	121.87K	44.24
2025	5.67M	123.83K	45.76

Year	Programs Run	Program Attendance	Attendance per Program
2024	18.4K	361.5K	19.67
2025	21.0K	414.3K	19.72

Year	PC Sessions	Wifi Sessions
2024	690.4K	
2025	713.0K	2.58M

Year	New Cards	Replacement Cards
2024	15.4K	120.2K
2025	15.2K	118.8K

Household Market Penetration

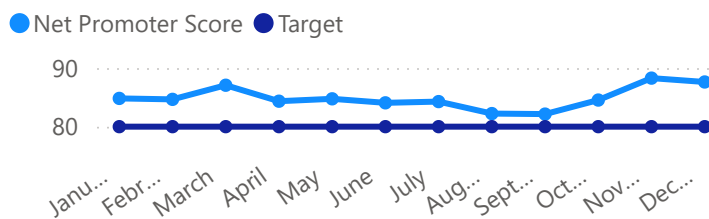
Average

44.44%

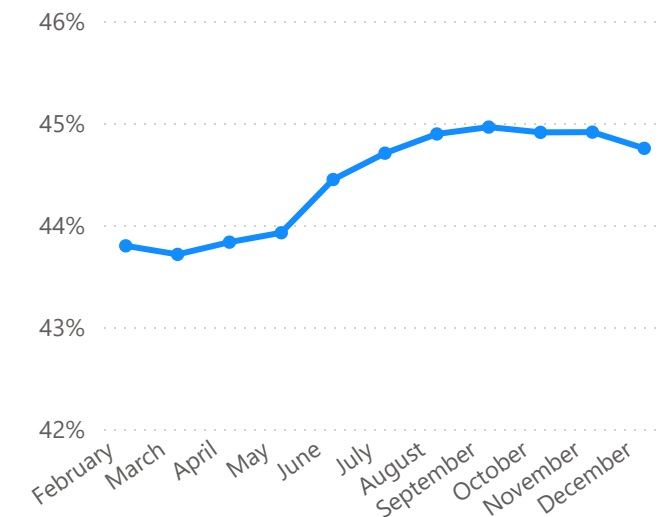
Maximum

44.96%

Net Promoter Score by Month



Household Market Penetration by Month



Connect % and Learn % by Month

