



Board of Trustees Meeting

Agenda

KCLS Service Center / Hybrid
Wednesday, February 25, 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 - January 28, 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
- F. Action Items
 - 2. Approval of Monthly Expenditures
- G. Staff and Director's Reports
 - 3. Reimagining Library Spaces/Kent Remodel Overview: Johnston Architects
- H. Board Committee Reports
- I. Trustees' Reports
- J. Adjournment



King County Library System

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Present

KCLS Board

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

KCLS Staff

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

**attended remotely*

Motions Approved

1. Board Meeting agenda
2. December 17, 2025 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures
5. Resolution 2026-01 – Surplus Art
6. Resolution 2026-02 – Uncollectible Accounts Receivable
7. Resolution 2026-03 – Establish Capital Project Fund

Call to Order

President Laura Valenziano called the meeting to order at 5:02pm. Jeff Guddat, Srinu Raghavan, Harish Kulkarni, Verna Seal and Crystal Goodwin attended in person. There was a 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 December 17, 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.

Finance and Facilities Report

Finance and Facilities Director Donna Zirkle explained that there would not be a normal Finance report this month because the final December figures are still being reconciled. She will report on December and January numbers at the February Board meeting.

Resolution 2026-01 Surplus Art

Donna introduced Resolution 2026-01 to surplus some KCLS art. Typically in January, the Finance and Facilities Director presents a resolution to dispose of unneeded assets valued over \$1,000. While this has



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involved vehicles in recent years, this year's resolution addresses artwork that is damaged, no longer on display, or no longer needed by the library district. Storing this art incurs ongoing costs. The Art Committee will determine the appropriate disposal method, which may include engaging an art consultant, broker, auction house, or other suitable approach.

Resolution 2026-02 Write off Uncollectable Accounts Receivable

Donna then presented Resolution 2026-02 to write off \$38,414 in uncollectable accounts receivable originating in 2018. These receivables resulted from an overpayment of wages that occurred during KCLS' payroll system conversion from JD Edwards to ADP. The overpayments were caused by a miscalculation in the transition from 24 to 26 pay periods, and the error was not caught in a timely manner. Some affected employees had left KCLS before payroll corrections could be made. KCLS has exhausted all reasonable attempts to collect these funds.

Resolution 2026-03 Establish Capital Project Fund

Finally, Donna introduced Erhiza Rivera, who presented Resolution 2026-03 to establish a Capital Project Fund. With KCLS' 2026 budget of \$165.4 million, the current Capital Investment Plan (CIP) allocates \$14.5 million for projects.

A major benefit of establishing a separate capital fund is that project timing and completion will no longer impact the operating budget as they currently do. Additional benefits include increased transparency, improved administrative efficiency, and adherence to Generally Accepted Accounting Principles (as a government agency, KCLS follows GASB – or Government Accounting Standards Board guidelines).

Donna and Executive Director Heidi clarified that this resolution only establishes the fund structure; staff will return to the Board at a future meeting to request approval for transferring money into the fund. There are several administrative tasks on the back end to set up the account. They emphasized that KCLS' existing capital project policies remain unchanged; projects over \$100,000 are considered capital projects and require Board approval as part of the annual budget process. Any project costs that exceed 10% must be brought back to the Board for approval.

Approval of Monthly Expenditures

Harish Kulkarni moved approval of Payroll expenditures for December 2025 in the amount of \$3,608,678.54: (12/05) Ck#00202613-00202625; 167948920-167950065; (12/19) Ck#00202626-00202646; 175954474-175955624; (12/26) Ck#179237105-179237108. **Jeff Guddat seconded, and the motion passed unanimously.**



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Crystal Goodwin moved approval of General Fund #0010 expenditures for December 2025 in the amount of \$8,528,858.96: Travel Advances – 0; (12/08) Ck#1163560; (12/11) Ck#5015943-5015997; 1163561-1163693; (12/18) Ck#1163694-1163861; 50159985016001; (12/23) Ck#1163862-1163936; 5016002; (12/30) Ck#1163937-1164007; 5016003-5016027; (1/06) Ck#1164008-1164157; 5016028-5016030. Voids - 0. **Srini Raghavan seconded, and the motion passed unanimously.**

Verna Seal moved approval of Resolution 2026-01 Surplus Art. Harish Kulkarni seconded. All voted in favor and the motion passed unanimously.

Jeff Guddat moved approval of Resolution 2026-02 Uncollectible Accounts Receivable. Crystal Goodwin seconded. All voted in favor and the motion passed unanimously.

Srini Raghavan moved approval of Resolution 2026-03 Establish a Capital Project Fund. Verna Seal seconded. All voted in favor and the motion passed unanimously.

Staff and Director's Reports

Communication Update

Chase Gallagher, Communications and Marketing Director, provided an update on KCLS' communications and marketing activities.

From March through December, KCLS advertising generated 80,156,472 total impressions. Connected TV proved to be the most reliable channel, while Meta (Facebook/Instagram) was highly efficient, delivering 42 million impressions. TikTok faced constraints and is being re-evaluated as a platform. Offline advertising, including transit and print, continues to add value to the overall marketing mix. The 2026 advertising plans reflect learnings from this past year's campaigns. An awareness survey is currently in the field to measure community awareness of KCLS services.

KCLS experienced tremendous growth across social media platforms throughout 2025. Instagram saw a 68% increase in followers, and all platforms combined generated 66 million impressions. KCLS expanded its social media presence by launching three new accounts: TikTok, Bluesky, and Threads. Chase shared a video that earned half a million views across all KCLS channels in just a few days.

Finally, he previewed "Rewind," an upcoming program taking place in March and April. This retro-themed promotion for adults leans into 1990s nostalgia and includes a partnership with a pizza organization. Participants who complete the campaign will receive a free slice of pizza.



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Director's Report

Executive Director Heidi Daniel presented the 2025 summary statistics report, showing an increase in nearly every category. Digital circulation surpassed physical circulation for the first time. Net promoter scores are above target, and Connect and Learn metrics as well as household penetration are also trending upward.

Heidi told the Board she will shift from a monthly director's report to a quarterly one, primarily because it is difficult to see movement in monthly statistics. She will also begin focusing on progress toward high-level thematic goals and sharing stories of particular community impact.

Heidi showed images from a recent ribbon-cutting at the Sammamish Library unveiling a refresh of the children's area, including a new wall mural by artist Bethany Fackrell, who created one of KCLS' new library card designs. The mural depicts salmon swimming, mirroring the library card she created. Fackrell is a member of the Snoqualmie Tribe.

Board Committee Reports

On behalf of the board Finance Committee, Jeff Guddat praised Donna and Erhiza and the finance team for continuing to evolve the back-office side of operations.

Trustees Reports

There were no trustee reports.

Executive Session

At 6:20pm President Laura Valenziano announced that the Board would convene in Executive Session per RCW 42.30.110, Section 1(g), for the review of a public employee. She announced that they would return at 7:00pm. She announced that there would be no further action taken by the Board upon its return.

Reconvene Regular Session

At 7:00pm Laura Valenziano reconvened the regular session.



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Adjournment

Laura Valenziano adjourned the meeting at 7:00pm.

Laura Valenziano, President

Jeff Guddat, Secretary



FINANCE REPORT

King County Library System

February 25, 2026

1. GENERAL FUND COMMENTARY

Expenditures in December 2025 were \$16.6M compared to the monthly budget average of \$13.7M and represented 10.1% of the annual budget. Last year, December expenditures were \$18.8M, or 12.3% of the 2025 budget. The year-over-year change in total expenditures is 2.4%.

2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

Supplies

December expenditures of \$296K consisted primarily of \$77K for Operating Supplies, \$62K for Supplies - Program, \$61K for Supplies – Building Maintenance, and \$34K for Supplies – Software.

Staff Development

December expenditures of \$42K consisted of Training and Individual Development.

Professional Services

December expenditures of \$793K included \$241K for Technology, \$234K for Programs, \$128K for Operations, \$104K for Catalogue & Processing, and \$72K for Administration.

Communication & Advertising

December expenditures of \$233K included \$197K for Telephone – Data and Voice, and \$23K for Advertising.

Operating Lease

December expenditures of \$78K consisted of \$45K for Operating Leases – Copiers, \$18K for Operating Lease – Rental, and \$15K for Operating Lease.

Utilities

December expenditures of \$421K included electricity, water, and waste management services.

Repairs and Maintenance

December expenditures of \$2.2M primarily included \$1.0M for Custodian and Day Porter services, \$686K for Facilities related Repairs and Maintenance, \$233K for HVAC, \$109K for ITS Repairs and Maintenance, \$102K for Fire (Noncontract), and \$99K for Parking Lots.

Reserves

There were no reserve expenditures in December.

Miscellaneous

December expenditures of \$80K consisted primarily of \$38K for Bad Debt Expense, \$21K for Payroll Cleaning and \$13K for Banking Fees.

Library Materials

December expenditures of \$2.2M included \$1.1M for Downloadable Material-Licensed & Purchased, \$893K for Books, and \$199K for Non-book Media and Periodicals.

Capital Investment Program (CIP)

Facilities-CIP

December expenditures of \$1.1M primarily consisted of \$788K for AMH Management System, \$121K for Carpet Replacement, and \$91K for Heating Improvement.

ITS-CIP

December expenditures of \$832K consisted of \$348K for Security Improvements, \$287K for Branch Security, and \$68K for Patron Programming.

3. GENERAL FUND REVENUE OVERVIEW

December revenues were \$4.0M, which is primarily Property Tax and Investment Interest. December YTD revenues reflect 102.2% of the total budgeted amount. The year-over-year change in total revenue is 2.9%.

4. CASH POSITION OVERVIEW

The cash balance in the General Fund (#001) as of December 31, 2025, was \$146,006,742.

5. INVESTMENT RETURN

The County Investment Pool's gross rate of return for December 2025 was 4.31% This was 0.72 percentage points higher than the 90-day T-Bill average rate of 3.59%.

A/P Vendor Payments > \$20,000

DECEMBER 2025

Fund	Vendor	Amount	Description
Personnel			
001	ConnectYourCare, LLC Total	\$ 897,230	Health care flexible spending account plans
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 587,789	PERS
001	Empowerment Retirement-EFT Total	\$ 239,492	457 retirement plan
001	Kaiser Foundation Health Plan Total	\$ 151,835	Medical premiums
001	Mercer Health & Benefits LLC Total	\$ 52,500	Semi-annual health & benefits broker consulting fee
001	Standard Insurance Company Total	\$ 38,849	Life and AD&D insurance premiums
001	WSCCCE, AFSCME, AFL-CIO Total	\$ 38,817	Union dues
001	DayForce US, Inc. Total	\$ 31,520	Payroll HCM billing
001	FBO CYC Clients (FSA) Total	\$ 21,255	Flexible spending premiums
Buildings			
001	CCS Washington Janitorial Inc. Total	\$ 685,974	Monthly janitorial/day porter/hazmat
001	MacDonald-Miller Facility Solutions Total	\$ 186,843	HVAC maintenance/repairs/upgrades
001	Puget Sound Energy (UTILITIES) Total	\$ 139,121	Utilities
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 66,544	Building lease
001	Performance System Integration LLC Total	\$ 62,741	Fire sprinkler system/extinguishers inspection/maintenance
001	Southcenter Owner LLC (LEASE) Total	\$ 53,838	Building lease
001	Oakesdale LLC Total	\$ 48,186	Building lease
001	Northwest Landscape Services Total	\$ 46,879	Landscape maintenance/repairs
001	Reef Preston LLC/Integrated Real Est Svc Total	\$ 46,725	Building lease
001	Cascadia Custom Framing Inc. Total	\$ 28,652	Carpet replacement - Lake Hills
001	Jimmy's Roofing - Seattle Total	\$ 27,744	Roof maintenance - various branches
001	T&B Products dba C4 Products LLC Total	\$ 26,392	Automatic door parts/maintenance/replacement - various branches
001	Supply Source Inc - SAMS Total	\$ 24,567	Janitorial supplies
001	Corti Construction Inc. Total	\$ 22,070	Building repairs/maintenance - Service Center, Lake Hills
Collections			
001	OverDrive, Inc. Total	\$ 1,002,489	Downloadable books, audio, video, and music
001	Ingram Library Services Total	\$ 547,027	Print materials including Choice Reads and physical processing
001	Bibliocommons Corp Total	\$ 220,600	CORE subscription services/annual renewals/training
001	Midwest Tape Total	\$ 113,573	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	Mango Languages Total	\$ 33,974	Database subscription
001	World Book Inc.-School & Library Total	\$ 29,089	Subscriptions to the print World Book Encyclopedia sets
001	NewBank Total	\$ 27,075	Database subscription
001	EBSCO Total	\$ 26,106	Primary periodicals vendor and database subscriptions such as Consumer Reports, Novelist and LibraryAware book newsletters
001	Value Line Publishing LLC Total	\$ 20,300	Database subscription
Other			
001	Lyngsoe Systems Inc. Total	\$ 788,448	Automated materials handling system service, parts & maintenance
001	Ednetics Inc. Total	\$ 263,829	SALTO access control materials & service - various branches
001	CDW Government, Inc. Total	\$ 225,991	Computer equip/parts/software
001	Amazon.com Total	\$ 218,086	Operating supplies
001	U.S. Bank VISA Total	\$ 140,183	VISA charges (supplies/training/advertising/subscriptions)
001	Pacific Communications Cabling	\$ 131,814	Camera installation - various branches
001	EnvisionWare Inc. Total	\$ 100,000	Equipment/software/licenses/support/maintenance for self-service kiosks and coin change machines
001	King County Finance (TELECOMM/I-NET) Total	\$ 78,189	I-Net billing KC wide area network
001	Peer Washington Total	\$ 73,456	Professional services for Peers in Libraries grant
001	Homeland Patrol Division Security LLC Total	\$ 47,936	Security service - various branches
001	Integrity Auto Repair Inc. Total	\$ 39,678	Vehicles maintenance and repairs
001	Ricoh USA Inc. Total	\$ 32,113	Copier leases
001	COPACINO + FUJIKADO LLC Total	\$ 28,860	Professional services - marketing
001	State Auditor's Office	\$ 20,820	Annual audit fees
001	FLUXX Labs Inc. Total	\$ 20,319	Grant management software subscription
001	Julie Pham LLC Total	\$ 20,000	Professional services - consulting fees

GENERAL FUND REVENUES

December

2025					2024				
Revenues Received:	Budget 2025	December Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2024	YTD Received	% Growth Over 2024 YTD	
Property Tax, Current Year	\$ 140,952,257	\$ 1,197,282	\$ 138,919,195	98.6%	98.4%	\$ 135,676,067	\$ 135,676,067	2.4%	
Property Tax, Prior Years	1,678,060	33,739	1,346,755	80.3%	89.8%	1,540,171	1,540,171	(12.6%)	
Other Taxes	363,899	3,715	468,358	128.7%	118.1%	363,821	363,821	28.7%	
Timber & State Shared Revenues	96,681	1,032	34,460	35.6%	96.6%	109,188	109,188	(68.4%)	
Contracts	565,383	526,421	822,190	145.4%	84.5%	654,102	654,102	25.7%	
Printing/Photocopies	379,757	25,095	411,569	108.4%	155.1%	373,333	373,333	10.2%	
Damaged Materials/ Fines & Fees	37,709	4,058	38,570	102.3%	31.1%	37,353	37,353	3.3%	
Lost Materials	57,453	3,863	52,647	91.6%	51.3%	57,930	57,930	(9.1%)	
Investment Interest	3,600,000	1,109,230	6,145,959	170.7%	300.1%	6,001,183	6,001,183	2.4%	
Grants	-	-	-	N/A	3.0%	12,838	12,838	(100.0%)	
KCLS Foundation	1,641,854	405,020	1,714,511	104.4%	101.8%	1,502,401	1,502,401	14.1%	
E-Rate	1,000,000	544,569	1,121,249	112.1%	85.0%	1,104,743	1,104,743	1.5%	
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	573,448	573,448	(100.0%)	
Miscellaneous Revenues/Other Financing Sources	262,007	189,376	2,838,396	1083.3%	N/A	1,528,782	1,528,782	85.7%	
TOTALS	\$150,635,060	\$4,043,401	\$153,913,859	102.2%	102.1%	\$149,535,362	\$149,535,362	2.9%	

Credit Card Payments	December 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	879	21.7%	9,297	24.1%	20.8%	7,759	7,759	19.8%
Lost Materials	1,980	51.3%	19,009	36.1%	42.0%	24,341	24,341	(21.9%)
TOTALS	\$2,859	36.1%	\$28,306	31.0%	33.7%	\$32,100	\$32,100	(11.8%)

GENERAL FUND EXPENDITURES

December

2025

2024

DESCRIPTION	BUDGET 2025	December EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2024 EXPENDED	YTD EXPENDED	% Growth Over 2024 YTD
Salaries	71,822,373	6,188,529	68,866,215	95.9%	93.5%	62,764,738	62,764,738	9.7%
Benefits	27,765,268	2,023,012	22,869,740	82.4%	86.9%	21,859,992	21,859,992	4.6%
SUB-TOTALS	\$ 99,587,641	\$ 8,211,542	\$ 91,735,955	92.1%	91.7%	\$ 84,624,730	\$ 84,624,730	8.4%
Supplies	2,881,645	296,432	2,622,404	91.0%	111.5%	3,317,458	3,317,458	(21.0%)
Staff Development	1,307,650	42,409	1,049,182	80.2%	65.4%	748,578	748,578	40.2%
Prof. Services	5,448,484	792,833	5,262,594	96.6%	95.1%	5,029,163	5,029,163	4.6%
Communications	1,507,233	209,522	1,390,950	92.3%	103.5%	1,093,400	1,093,400	27.2%
Travel	152,802	24,076	123,279	80.7%	69.2%	127,459	127,459	(3.3%)
Advertising	656,625	23,344	638,702	97.3%	64.1%	322,247	322,247	98.2%
Operating Leases	3,406,598	78,149	3,291,688	96.6%	97.9%	3,114,537	3,114,537	5.7%
Insurance	1,200,882	-	1,121,174	93.4%	92.3%	1,052,563	1,052,563	6.5%
Utilities	2,529,480	420,655	2,824,075	111.6%	104.6%	2,559,058	2,559,058	10.4%
Repairs & Maintenance	15,709,539	2,249,668	16,679,344	106.2%	111.6%	15,468,518	15,468,518	7.8%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	413,010	80,471	817,704	198.0%	169.8%	634,521	634,521	28.9%
Intergovernmental	168,400	42,672	143,241	85.1%	164.7%	170,876	170,876	(16.2%)
Library Material	15,881,740	2,192,248	15,840,036	99.7%	111.7%	17,221,055	17,221,055	(8.0%)
SUB-TOTALS	\$ 52,464,088	\$ 6,452,480	\$ 51,804,372	98.7%	104.1%	\$ 50,859,434	\$ 50,859,434	1.9%
Facilities - CIP	7,957,000	1,138,440	5,584,946	70.2%	129.8%	10,143,659	10,143,659	(44.9%)
ITS - CIP	4,576,801	831,552	3,815,265	83.4%	102.4%	3,780,445	3,780,445	0.9%
SUB-TOTALS	\$ 12,533,801	\$ 1,969,992	\$ 9,400,211	75.0%	121.1%	\$ 13,924,104	\$ 13,924,104	(32.5%)
TOTALS	\$ 164,585,530	\$ 16,634,014	\$ 152,940,538	92.9%	97.9%	\$ 149,408,268	\$ 149,408,268	2.4%



FINANCE REPORT

King County Library System

February 25, 2026

1. GENERAL FUND COMMENTARY

Expenditures in January 2026 were \$14.3M compared to the monthly budget average of \$13.8M and represented 8.7% of the annual budget. Last year, January expenditures were \$14.1M, or 2.0% of the 2025 budget. The year-over-year change in total expenditures is 2.0%.

2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

Supplies

January expenditures of \$234K consisted primarily of \$125K for Supplies – Software, \$47K for Operating Supplies, and \$22K for Supplies – Building Maintenance.

Staff Development

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

Professional Services

January expenditures of \$383K included \$174K for Technology, \$131K for Catalogue & Processing, \$38K for Administration, and \$20K for Programs.

Communication & Advertising

January expenditures of \$41K included \$22K for Advertising and \$17K for Telephone – Data and Voice.

Operating Lease

January expenditures of \$574K primarily consisted of \$522K for Operating Lease, \$36K for Operating Leases – Copiers, and \$16K for Operating Lease – Rental.

Utilities

January expenditures of \$20K included electricity, water, and waste management services.

Repairs and Maintenance

January expenditures of \$2.2M primarily included \$1.8M for ITS Repairs and Maintenance, \$282K for Facilities related Repairs and Maintenance, \$86K for Parking Lots, and \$26K for HVAC.

Reserves

There were no reserve expenditures in January.

Miscellaneous

January expenditures of \$25K consisted primarily of \$24K for Memberships.

Library Materials

January expenditures of \$1.8M included \$610K for Electronic Databases, \$506K for Non-book Media and Periodicals, \$373K for Downloadable Material-Licensed & Purchased, and \$299K for Books.

Capital Investment Program (CIP)

Facilities-CIP

There were no Facilities-CIP expenditures in January.

ITS-CIP

January expenditures of \$118K consisted of \$56K for Network Improvement, and \$42K for Branch Security.

3. GENERAL FUND REVENUE OVERVIEW

January revenues were \$384K, which is primarily Property Tax. January YTD revenues reflect 0.2% of the total budgeted amount. The year-over-year change in total revenue is (36.9%).

4. CASH POSITION OVERVIEW

The cash balance in the General Fund (#001) as of January 31, 2026, was \$130,478,248.

5. INVESTMENT RETURN

The County Investment Pool's gross rate of return for January 2026 was 4.27% This was 0.70 percentage points higher than the 90-day T-Bill average rate of 3.57%.

A/P Vendor Payments > \$20,000

JANUARY 2026

Fund	Vendor	Amount	Description
Personnel			
001	Premera Blue Cross Total	\$ 927,010	Medical premiums
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 610,114	PERS
001	Empowerment Retirement-EFT Total	\$ 303,713	457 retirement plan
001	Kaiser Foundation Health Plan Total	\$ 153,144	Medical premiums
001	Delta Dental of WA - Washington Dental Total	\$ 133,781	Dental premiums
001	Department of Labor & Industries Total	\$ 123,428	Quarterly workers comp industrial insurance
001	ConnectYourCare, LLC Total	\$ 58,529	Health care flexible spending account plans
001	Jellyvision Lab Inc. Total	\$ 51,600	Employee benefit software (ALEX)
001	Standard Insurance Company Total	\$ 40,846	Life and AD&D insurance premiums
001	DayForce US, Inc. Total	\$ 40,412	Payroll HCM billing
001	Calm.com Inc. Total	\$ 20,501	Employee benefit
001	FBO CYC Clients (FSA) Total	\$ 20,457	Flexible spending premiums
Buildings			
001	CCS Washington Janitorial Inc. Total	\$ 342,679	Monthly janitorial/day porter/hazmat
001	T&B Products dba C4 Products LLC Total	\$ 214,113	Automatic door parts/maintenance/replacement - various branches
001	MacDonald-Miller Facility Solutions Total	\$ 184,287	HVAC maintenance/repairs/upgrades
001	Northwest Landscape Services Total	\$ 177,853	Landscape maintenance/repairs
001	Puget Sound Energy (UTILITIES) Total	\$ 146,138	Utilities
001	Jimmy's Roofing - Seattle Total	\$ 67,540	Roof maintenance - various branches
001	Reef Preston LLC/Integrated Real Est Svc Total	\$ 65,144	Building lease
001	N2 Squared LLC Total	\$ 61,649	Repairs/maintenance - various branches
001	BAENA JUAN JOSE QUIROGA Total	\$ 60,268	Painting and repair work - Service Center/Kirkland
001	Prime Electric Inc. Total	\$ 58,189	Electrical installation/repairs/services
001	Southcenter Owner LLC (LEASE) Total	\$ 53,838	Building lease
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 53,441	Building lease
001	Larsons Glass Co. Inc. Total	\$ 50,579	Furnish/install new doors and windows - various branches
001	Day & Nite Plumbing & Heating Inc. Total	\$ 45,013	Plumbing repairs/service calls
001	Summit Fire & Security LLC Total	\$ 38,410	Fire sprinkler system/extinguishers inspection/maintenance
001	Statewide Parking Lot Services Inc. Total	\$ 35,213	Parking lot refurbishment - various branches
001	YWCA of Seattle-King Co-Snohomish Total	\$ 31,552	Building lease
001	Supply Source Inc - SAMS Total	\$ 31,141	Janitorial supplies
001	Corti Construction Inc. Total	\$ 26,806	Kitchen renovation project - Kingsgate
001	Performance System Integration LLC Total	\$ 24,352	Fire sprinkler system/extinguishers inspection/maintenance
001	Seattle City Light (UTILITIES) Total	\$ 22,138	Utilities
Collections			
001	Ingram Library Services Total	\$ 572,455	Print materials including Choice Reads and physical processing
001	EBSCO Information Services Total	\$ 477,580	Primary periodicals vendor and database subscriptions such as Consumer Reports, Novelist and LibraryAware book newsletters
001	OverDrive, Inc. Total	\$ 453,330	Downloadable books, audio, video, and music
001	Cengage-Gale Learning Inc., Total	\$ 115,937	Database subscription
001	Midwest Tape Total	\$ 75,806	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	PressReader Inc. Total	\$ 74,320	Database subscription
001	Infogroup Library Division-Info USA Mktg Total	\$ 43,000	Database subscription
001	Encyclopaedia Britannica Total	\$ 41,115	Database subscription
001	Mackin Educational Resources Total	\$ 40,888	Children's books, pre-binding children's books and physical processing
001	ProQuest LLC Total	\$ 38,524	Multiple online database subscriptions
001	New York Times Total	\$ 32,953	Database subscription
001	Chinita Compani LLC Total	\$ 32,500	Database subscription
001	WT Cox Subscriptions, Inc. Total	\$ 31,695	Periodicals including some Spanish language titles
001	Scholastic Library Publishing Total	\$ 26,497	Database subscription
Other			
001	Monday.com Ltd Total	\$ 126,845	Project management software subscription
001	U.S. Bank VISA Total	\$ 113,699	VISA charges (supplies/training/advertising/subscriptions)
001	CDW Government, Inc. Total	\$ 96,102	Computer equip/parts/software
001	OpenGov, Inc. Total	\$ 92,498	Budgeting/planning software subscription
001	King County Finance (TELECOMM/I-NET) Total	\$ 78,189	I-Net billing KC wide area network

JANUARY 2026 Vendor Payments for FEBRUARY Board Meeting

001	Amazon.com Total	\$	66,591	Operating supplies
001	Pacific Energy Concepts LLC Total	\$	60,675	Lighting project - Bothell
001	Homeland Patrol Division Security LLC Total	\$	51,762	Security service - various branches
001	Apex Facility Resources Inc. Total	\$	51,630	Furnishings - Bellevue
001	Peer Washington Total	\$	36,917	Professional services for Peers in Libraries grant
001	EnvisionWare Inc. Total	\$	35,686	Equipment/licenses/support for self-service kiosks and change machines
001	Ricoh USA Inc. Total	\$	32,669	Copier leases
001	Ryder System, Inc. Total	\$	32,527	Fleet vehicles lease/maintenance/repairs
001	Workpointe Inc.-Diversification Inc. Total	\$	30,134	Furnishings - various branches
001	Technical Furniture Systems Inc. Total	\$	25,852	Furnishings - various branches
001	BizLibrary Total	\$	22,632	Online staff training platform
001	Ednetics Inc. Total	\$	21,288	SALTO access control materials & service - various branches
001	Alpha Card Systems, LLC Total	\$	21,105	Staff ID cards
001	Berk Consulting, Inc. Total	\$	20,770	Consulting - KCLS Demographics Update
001	Integrity Auto Repair Inc. Total	\$	20,632	Vehicles maintenance and repairs

001	General Fund
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GENERAL FUND REVENUES

January

	2026				2025				
Revenues Received:	Budget 2026	January Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2025	YTD Received	% Growth Over 2024 YTD	
Property Tax, Current Year	\$ 144,102,474	\$ 255	\$ 255	0.0%	0.0%	\$ 138,919,195	\$ 376	(32.3%)	
Property Tax, Prior Years	1,637,323	273,132	273,132	16.7%	16.5%	1,346,755	277,351	(1.5%)	
Other Taxes	364,000	-	-	0.0%	0.0%	468,358	-	N/A	
Timber & State Shared Revenues	109,000	-	-	0.0%	0.0%	34,460	15	(100.0%)	
Contracts	655,000	-	-	0.0%	0.0%	822,190	-	N/A	
Printing/Photocopies	281,757	27,989	27,989	9.9%	9.0%	411,569	34,312	(18.4%)	
Damaged Materials/ Fines & Fees	38,009	2,831	2,831	7.4%	8.5%	38,570	3,221	(12.1%)	
Lost Materials	60,000	5,236	5,236	8.7%	9.2%	52,647	5,263	(0.5%)	
Investment Interest	4,500,000	-	-	0.0%	0.0%	6,145,959	-	N/A	
Grants	-	-	-	N/A	N/A	-	-	N/A	
KCLS Foundation	1,999,857	22,088	22,088	1.1%	0.3%	1,714,511	5,234	322.0%	
E-Rate	1,000,000	-	-	0.0%	0.0%	1,121,249	-	N/A	
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	-	-	N/A	
Miscellaneous Revenues/Other Financing Sources	262,007	52,164	52,164	19.9%	0.9%	2,838,396	2,322	2146.7%	
TOTALS	\$155,009,427	\$383,694	\$383,694	0.2%	0.2%	\$153,913,859	\$328,093	16.9%	

Credit Card Payments	January Received	% of Month's Payments	YTD Received	% of YTD Payments	% of YTD Payments	Unaudited 2025	YTD Received	% Growth Over 2024 YTD
Damaged Materials/ Fines & Fees	858	30.3%	10	0.4%	28.9%	9,297	930	(98.9%)
Lost Materials	2,417	46.2%	20	0.4%	45.6%	19,009	2,398	(99.2%)
TOTALS	\$3,275	40.6%	\$30	0.4%	39.2%	\$28,306	\$3,328	(99.1%)

GENERAL FUND EXPENDITURES

January

2026

2025

DESCRIPTION	BUDGET 2026	January EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2025 EXPENDED	YTD EXPENDED	% Growth Over 2025 YTD
Salaries	74,386,277	6,192,011	6,192,011	8.3%	7.9%	68,866,215	5,672,108	9.2%
Benefits	24,083,543	2,315,189	2,315,189	9.6%	8.2%	22,869,740	2,286,711	1.2%
SUB-TOTALS	\$ 98,469,820	\$ 8,507,200	\$ 8,507,200	8.6%	8.0%	\$ 91,735,955	\$ 7,958,819	6.9%
Supplies	2,851,179	233,687	233,687	8.2%	12.0%	2,622,404	345,039	(32.3%)
Staff Development	1,034,000	73,202	73,202	7.1%	3.8%	1,049,182	49,653	47.4%
Prof. Services	5,588,452	383,370	383,370	6.9%	12.4%	5,262,594	674,611	(43.2%)
Communications	1,369,210	19,637	19,637	1.4%	1.7%	1,388,601	25,246	(22.2%)
Travel	141,400	1,304	1,304	0.9%	0.7%	123,279	1,100	18.5%
Advertising	797,425	21,699	21,699	2.7%	2.5%	638,702	16,208	33.9%
Operating Leases	3,561,233	574,054	574,054	16.1%	13.5%	3,291,688	458,660	25.2%
Insurance	1,249,442	376,408	376,408	30.1%	28.7%	1,121,174	345,107	9.1%
Utilities	2,602,584	19,734	19,734	0.8%	8.4%	2,824,075	212,355	(90.7%)
Repairs & Maintenance	15,467,026	2,186,174	2,186,174	14.1%	12.6%	16,679,344	1,985,532	10.1%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	567,510	24,938	24,938	4.4%	8.0%	817,704	32,953	(24.3%)
Intergovernmental	127,100	2,568	2,568	2.0%	1.6%	143,241	2,643	(2.8%)
Library Material	15,908,230	1,787,498	1,787,498	11.2%	10.6%	15,840,036	1,690,183	5.8%
SUB-TOTALS	\$ 52,464,791	\$ 5,704,273	\$ 5,704,273	10.9%	11.1%	\$ 51,802,023	\$ 5,839,289	(2.3%)
Facilities - CIP	10,450,000	-	-	0.0%	0.8%	5,584,946	66,595	(100.0%)
ITS - CIP	4,029,500	118,175	118,175	2.9%	4.1%	3,815,265	\$ 188,970	(37.5%)
SUB-TOTALS	\$ 14,479,500	\$ 118,175	\$ 118,175	0.8%	2.0%	\$ 9,400,211	\$ 255,565	(53.8%)
TOTALS	\$ 165,414,111	\$ 14,329,648	\$ 14,329,648	8.7%	8.5%	\$ 152,938,189	\$ 14,053,672	2.0%